



গুৱাহাটী কমাৰ্চ কলেজ অধ্যক্ষৰ কাৰ্যালয় : গুৱাহাটী-২১ (অসম)

ESTD : 1962

**OFFICE OF THE PRINCIPAL  
GAUHATI COMMERCE COLLEGE**

(Affiliated to Gauhati University, Assam)

R.G. Barooah Road, Guwahati -781021, Ph. (0361) 2413095 (O), 78965 46648 (M)  
http:// www.gauhaticommercecollege.in e-mail : gccgolden@gmail.com

Accredited by NAAC with 'B++' grade

Prof. Bipul Das, M.A, B.Ed, M.Phil, Ph.D  
Principal

অধ্যাপক বিপুল দাস,  
অধ্যক্ষ

Ref No.: GCC/Estt./STN/2025/001

Dated: 17-06-2025

**SHORT NOTICE INVITING TENDER: 17-06-2025**

Quotations are invited from reputed firms for the up gradation of Gauhati Commerce College Website. Self-attested copies of the following documents should be enclosed with the quotations.

1. Bank Passbook with IFSC Code.
2. Mobile phone number.
3. Pan card
4. A recent passport size photograph of the Bidder/ Bidders.

Quotations may be submitted in a box to be available at the Chamber of the SA of the college (Ground floor of the Administrative Office) on or before 24<sup>th</sup> June, 2025 up-to 12:30 p.m.

**Description of works : Enclosed:**

  
17.6.25

(Prof. Bipul Das)  
Principal

Gauhati Commerce College

**Copy to-**

1. Vice-Principal.
2. Devarshi Dutta, Convenor, Website & Digitisation Committee.
3. SA for necessary arrangement.
4. College website.

Principal  
Gauhati Commerce College  
Guwahati-21



## **A) Introduction:**

### **1) Existing Website:**

**Gauhati Commerce College** current website URL is <https://gauhaticommercecollege.in/> It is a basic website that was developed to satisfy the initial requirements of the College. It provides basic information about the College through various sections/web pages/images. However, we are in the growing phase now and we want to make our brand look attractive.

### **2) Domain Name Change: Provide a New Domain name from** ERNET India is an autonomous scientific society under the administrative control of Dept. of Information Technology, Government of India. **Domain Should be** <https://gauhaticommercecollege.ac.in> or <https://gcc.ac.in>

### **3) Vision of the Website:**

**GAUHATI COMMERCE COLLEGE** plans to have a dynamic state-of-the-art website which would truly reflect our proposed vision, be a lively platform and add to the College's vibrant academic environment and campus life. More details are given in this document.

### **4) Website Audience:** The main audience of our website would be,

- I. The prospective students and their family members** – These are the people who are the aspiring students and their family members.
- II. Companies interested in hiring our students (Recruiters)** – We would like to use our website to attract the big recruiters in the management field. Through our website, we would like to attract the companies to come for campus hiring.
- III. Current students/faculty/staff of the College** – They would be getting all their day- to- day needs met for their study/teaching/courses/schedule/fees etc.
- IV. General visitors** – These surfers would be looking at the course curriculum and research happening at the College. We need to show case all our achievements in teaching and research and all the activities that are going on in the College.
- V. Prospective employees (Faculty/Staff)** – To attract faculty and staff that would form the back bone of our college.

## **B) Processes (Phase wise) for Project Implementation:**

**Following shall be the outlines of the stages of implementation of the GAUHATI COMMERCE COLLEGE Website:**

### **1) Study Phase:**

- I. Understanding the requirement.
- II. Understanding the flow of data.
- III. Mapping of technologies.
- IV. Scoping of the work.

### **2) Implementation Phase:**

- I. Establishment and Implementation of approved work.
- II. Mapping of requirements with the proposed system.
- III. Configuration of the system to meet the College requirements.
- IV. Collection of data and loading the same in the system.

### **3) Training Phase:**

- I. Training the designated users to add/modify any section(s) or page(s) for the implemented work.

### **4) System Acceptance & Support Phase:**

- I. Demonstration of system readiness to College Team from IT Partner.

- II. Understanding additional requirements and change requests.
- III. Issues handling, monitoring, and resolution.

### **5) Project Monitoring and Maintenance Phase:**

- I. Monitoring the progress.
- II. Project Management support/maintenance during development/pilot and roll-out.
- III. Overall co-ordination for roll-out.
- IV. Risk management.
- V. Governance and escalation processes.

## **C) Scope of Work and Deliverables:**

### **1) Development Methodology:**

The development methodology should follow an iterative-prototype approach especially in the initial start-up and design phase.

### **2) Website Features:**

This website will enable internal and external users to obtain information on:

- I. The College
- II. Academic information (programs and departments of the College etc.).
- III. Courses information.
- IV. Admissions information.
- V. Faculty details.
- VI. Research and publications.
- VII. Services (facilities, student services, academic services, administration etc.)
- VIII. Job opportunities News.
- IX. News and events.
- X. Extracurricular activities.
- XI. Alumni.
- XII. Exam News Results.
- XIII. Gallery and Calendar of events, upcoming events.
- XIV. College circulars, notifications and guidelines.
- XV. Library details.
- XVI. Laboratory details.
- XVII. Recognition and Accreditation Information.
- XVIII. Provision to link forms such as Google Forms for collection of any enquiry.
- XIX. Committees, Collaboration's information
- XX. Social Media Integration.
- XXI. Any other information.
- XXII. Enquiry Form

### **3) Basic Requirements and Functionalities:**

Along with its usual core skills, the service provider will be required to position **GAUHATI COMMERCE COLLEGE** 's website with,

- I. The website must be clean and sophisticated, present information in a way that is useful to the user and allows the user to quickly locate what is needed so that it is visually attractive and easy to navigate.
- II. The website design must be cross-browser and cross-OS compatible up to the most recent browser/OS versions. Responsive design (must support responsive web-design and multi-channel rendering of contents and applications on smartphones, tablets, desktops without duplication of code or logic).

- III. Bi-lingual content -- Ability to add Google Translator. If content is not translated, the link should show English content by default.
- IV. Search Engine Optimization (SEO) based design strategy. Site should have good Search Interface.
- v. The website has to be developed based on Open Standards.
- VI. Page Layout, Graphic Buttons and Icons are to be in standard format and consistent throughout.
- VII. Pages should be dynamic so that each and every section can be easily updatable.
- VIII. Support for Social Media Link – Link with different social media sites including but not limited to Facebook, X, YouTube, Instagram, LinkedIn. Feature to be added in Website. **GAUHATI COMMERCE COLLEGE** will maintain the updating of the same.
- IX. Integration of a chatbot, preferably using a free licensing option.
- X. All the contents of the existing website should be migrated to the new website.

#### **4) Design Specifications:**

There are certain key design features that will be built into the overall design and each will need to be approved by the College before the final design is accepted. Those features are:

- I. Navigation:** It is particularly important to create a navigational system that is available on every page, maintains the overall feel of the site while making the site intuitive and easy to locate data and information. Any external links or pages within the site should open in an open tab.
- II. Colours:** The design will be built around a coordinated colour palette that will provide the professional yet simple look as determined by the College while maintaining the cohesiveness of the website.
- III. Fonts:** The fonts' family, size and colour combine to maintain a professional and cohesive feel.
- IV. Images:** Photos, graphics and individual images will be provided by the College and may be modified in the appropriate software to meet the overall design requirements of the site. All photos/graphics or stock photos without copyright protection can be used.
- V. Layout:** The design must take into account the content that will appear in the site to ensure its usefulness and readability. Certain elements will need to be highlighted more so than others.
- VI. Overall:** Once all the elements are pulled together, the College will determine if the design meets their needs and the needs of the community.
- VII. Consistency:** The navigation, colours, fonts should be consistent across all the pages.
- VIII. Performance Optimization:** Back-end performance optimization like DB structure, query optimization to be done to enhance user experience in terms of fast load times and good mobile experience.
- IX. Loading Time:** Loading time of the Website should be minimum based on the Cloud Server Configuration.

#### **5) Content:**

Content will be provided by the College in soft copy and no content will be uploaded on the website without permission of such designated person.

The content for certain pages may not be available at the time of development. Such pages to be kept as under progress and content to be added when available.

## 6) Content Management Requirements and Functionalities:

- I. Using Web Content Management System (WCMS), the site should provide secure access to authorized officers of **GAUHATI COMMERCE COLLEGE** for maintaining the pages for which they are responsible.
- II. WCMS should allow an **GAUHATI COMMERCE COLLEGE** authorised person to add page(s) and/or modify the page(s) contents themselves.
- III. WCMS software shall act as a collaboration platform allowing content to be retrieved and worked on by one or many authorized users.
- IV. The website should allow for creation or linking of new pages for different departments etc.
- V. Facility to manage News/Events/Notifications/Photos/Videos gallery category dynamically, i.e., add/edit/delete these categories along with caption and a strong search engine.
- VI. It should have Menu Management i.e., ability to add, move, delete, modify menus on the site.
- VII. Latest News, Announcements, Event Notifications to be displayed in the home page.
- VIII. **Good search feature:** The website should have a good search feature. All the content should be easily searchable from the website itself.
- IX. Some frequently visited sections like Notifications; News and Events, Upcoming Events, Tenders, Recruitments etc. should be properly highlighted on the homepage with the use of proper graphic elements/widgets/sliders/scrolling elements.
- X. Secure login facilities should be provided to faculties through which they can maintain their profiles with a simple GUI based editor. In the profiles of the faculties, there should be provision for dynamically adding different sections like Publications, Workshops attended, Papers presented, awards, achievements in addition to the basic profile editing their profile section. There should be provision to add faculties Google Scholar, LinkedIn and personal sites as hyperlinks in their profiles.
- XI. Each Department should have web pages of their own which can have different sections/tabs/pages as per their requirement. The department sites will contain information about the department like Programmes, Syllabi, Research publications, News and events, laboratories equipment and facilities etc.
- XII. Page for library information, Committee, UGC, AICTE, NBA, NIRF, Collaborations with Industry, MOU pages will be included in the website as Information.
- XIII. Provision to embed link such as Google forms to collect any enquiries, feedback and suggestions.
- XIV. The website must host informative links exclusively for differently-abled persons and should also incorporate screen readers.
- XV. Manual Backup and restore facility so that the site can be periodically backed up and restored, when necessary, in a hassle-free manner.
- XVI. All passwords should be hashed and stored.
- XVII. The Following login Credentials are needed for college
  - **Faculty Login**
  - **Department/Cell/Committee Login**
  - **Alumni Login Module**
  - **Student Page (Allows Student to update their profile and other information in the website)**

- **Individual user for Individual Page**

## **XVIII. Grievance redressal and Feedback Systems**

### **7) On-Page Optimization:**

- I.** Comprehensive and targeted Meta Tags and page titles, for indexing the site with search engines, have to be developed.
- II.** Indexing with major search engines has to be done.
- III.** Keyword and key topic research and selection.
- IV.** Website structure optimization.
- V.** Content optimization.
- VI.** Image optimization.
- VII.** XML sitemap optimization.
- VIII.** Title tag and meta description optimization.
- IX.** Google and Bing Webmaster Tools.
- X.** URL structure optimization.
- XI.** Optimize Title Tags.
- XII.** Meta Tags Creation & Optimization.
- XIII.** Alt-image tags.
- XIV.** Robots.txt Installation.
- XV.** Google Analytics Installation.
- XVI.** Google Sitemaps Installation.

### **8) Security:**

The vendor will ensure and provide the following security features:

- I.** The service provider should ensure that the site is safe from all malafide activity/hacking/defacing attempts.
- II.** Design should incorporate security features to protect the site from Session Hijacking, SQL injection, Cross scripting, Denial of Service etc.
- III.** Except for standard service ports such as HTTP, HTTPS, SSH, and others, all other ports should be closed to external access in the cloud platform security group/NACL.
- IV.** All passwords should be hashed and stored. No password should be stored in plain text or in encrypted form. Any default passwords should be changed.

### **9) Copyrights & Trademarks:**

- i.** The source code, text, design, trademarks, photos and graphics, or others artwork furnished in designing of the website shall be owned by **GAUHATI COMMERCE COLLEGE**.
- ii.** Dynamic data including third party data generated through website analytics will remain under complete control of **GAUHATI COMMERCE COLLEGE** and it shall reserve its copyrights.
- iii.** **The service provider has to share the source code** of website with **GAUHATI COMMERCE COLLEGE**.
- iv.** All material/product and related codes on website would be the property of **GAUHATI COMMERCE COLLEGE** and service provider would have no claim over the same in future.
- v.** All content should be stored and kept confidential by the service provider.
- vi.** The service provider must provide all admin/root credentials along with complete training to **GAUHATI COMMERCE COLLEGE**. The service provider must provide access to DNS entries.
- vii.** The service provider should also provide support for all future modifications/initiatives/migrations to **GAUHATI COMMERCE COLLEGE** related to website.

## **10) One Click Report Generation:**

- I.** The administrator and content editors should be able to extract customized data from the database.
- II.** One click report generation facility has to be there for the administrators and content editors to generate report as per standard format in word/excel and PDF format.

## **11) Site Test, Training and Launch:**

- I.** The site has to be tested for functionality, accessibility, and browser compatibility for all text and graphics.
- II.** Administrators and content editors should be provided hands on CMS training on the templates and CMS usage to make sure they are able to delete, add and modify content to the site.
- III.** The service provider has to be provided with the final website and all documentation for review, testing and approval.

## **12) Technical Platform:**

The proposed website shall have a working blend of Web 2.0 and 3.0 technologies-based CMS and preferably use Open-Source Tools like LAMP, Open LDAP etc. It should ensure the following:

- I.** Adherence to commonly accepted standards and practices, including W3C compliance.
- II.** Using latest website design technologies like HTML5 or higher with acceptability on all current user technology platforms; browsers, operating systems, and client systems.
- III.** Free SSL & TLS Certification for the website need to be obtained.
- IV.** Frontend Tools: HTML5, CSS3, JavaScript, jQuery, and AJAX or similar framework.
- V.** Responsive Design Framework: Bootstrap or similar framework.
- VI.** Backend Tools: PHP 5.6 or higher or similar framework.
- VII.** Operating Environment: Linux or Windows.
- VIII.** Web server: Apache or similar.
- IX.** Web Based File Manager: Yes.
- X.** Database: MySQL 5.5 or higher or similar.

## **13) Cloud Server:**

Service provider shall deploy the website on **GAUHATI COMMERCE COLLEGE** Server or on an **GAUHATI COMMERCE COLLEGE** approved designated server in the cloud provided by the service provider as mentioned below and shall ensure Go-Live readiness in all aspects.

The service provider must provide admin and other credentials associated with the cloud Based Web hosting platform including access to DNS entries, edit DNS entries and make any other changes related to the cloud server. root user access (SSH ACCESS) to be provided for the cloud server.

- I. Free SSL Certificate.**
- II. Unmetered Bandwidth.**
- III. Free cPanel.**
- IV. 1000 GB Storage.**
- V. 99.9% uptime.**

**14) Payment Gateway:** The payment Gateway Integration facility should be available in the Website.

## **15) Support & Maintenance:**

- I.** Service provider has to do the maintenance of the Website from the date of Commissioning of the website, which will include de-bugging of the website on their own as well as when reported. This

maintenance will be considered part of the implementation process. It will start from after the publishing the website.

- II.** The agency is expected to maintain the complete website both technical and application and should be available if necessary. Also, service provider should have local office in Guwahati.
- III.** Security updates to the components to be provided periodically.
- IV.** Any vulnerabilities discovered in the website should be fixed.
- V.** The application management will include any content update, upload or any minor changes in website.

**16) Experience:**

- I. The service provider must have developed a minimum of two (2) Government College websites during the 2024–25 session.
- II. Any collaborative projects undertaken with other organizations should also be mentioned.
- III. Experience with Central Universities, Govt. University or Private Institute should also be specified.

**17) Terms and Conditions:**

- I. All taxes (including GST, etc.) shall be dealt with as per the Govt. laws.
- II. No advance payment will be considered.
- III. The 100% of the contract amount will be paid once the website development is completed satisfactorily and made live including training.
- IV. one-year warranty service period.
- V. The evaluation criteria will focus on the comprehensive fulfilment of the specified technical requirements, ensuring that all submissions are assessed based on their ability to meet the development standards and objectives

**Add On Module Integration in College Website**

- Online Renewal/Semester Fee Collection through Offline or online.
- Leave Management Software for faculty and Staff
- Training and Placement
- File Management & Tracking System
- Service Desk
- Sports Management System
- Recruitment Portal

**Cost Estimation**

<b>Particulars</b>	<b>Price</b>
Single Domain (ac.in)	
Website Design & Development (Features mention in above)	
Cloud based Web hosting With SSL Certificate (Specification in Above)	
Payment Gateway	
<b><u>Add On Module</u></b> <ul style="list-style-type: none"> <li>• Online Renewal/Semester Fee Collection through Offline or online.</li> <li>• Leave Management Software for faculty and Staff</li> <li>• Training and Placement</li> <li>• File Management &amp; Tracking System</li> <li>• Service Desk</li> <li>• Sports Management System</li> <li>• Recruitment Portal</li> </ul>	