

**Scottish Church College**  
1 & 3 Urquhart Square Kolkata -700 006

**Notice for quotation**

**Ref: Tender Estate/SCC /39/2025-26 Dated 13-03-2026**

**Contact: Dr.Deepti Myriam Joseph (M- 97486 49433)**

Appropriate quotation is invited in sealed cover from eligible bidders' /suppliers/ for reputed and experienced software development firms for designing and implementing Digital Document Repository System for the college with the following specifications

SI No.	Description	Amount (Rs.)
1	Date Management portal for NAAC /NIRF (AQAR/SSR submission)	
2	Development, and deployment of a centralised digital repository platform for storing institutional records.	
3	Implementation of role based access control for administration, faculty, and authorised staff.	
4	User- friendly dashboard and document management interface.	
5	Technical support and assistance from vendor.	
	Total	
	Tax , if any	
	Total after tax	

**Note:** The software should streamline academic and administrative operations, generate institutional analytics and support stationery data reporting (NAAC/NIRF). The system must integrate various institutional modules into a single digital platform.

**Vendor Eligibility Criteria:**

1. Proven Experience in developing academic or institutional management systems for at least 25+ higher education institutions.
2. Experience on bulk data management infrastructure.
3. Experience on NAAC quality metrics in both present and future system.
4. Experience in NAAC & NIRF data management (quantities metrics automation )
5. Prior implementation of digital repository platforms.
6. Experience to develop an internal data archive.
7. Capability to provide staff training and ongoing technical support.



**Submission Details**

Interested firms must submit their sealed quotations along with:

- Company Profile with client list.
- Financial quotation with implementation timeline.

The envelope should be superscribed as  
"Tender Notice for Digital Document Repository System"

This quotation is to be addressed to the Principal, Scottish Church College and has to be submitted to the Principal's office in Scottish Church College, at 1 & 3 Urquhart Square, Kolkata – 700 006, in due prescribed format on working day between 11:00 A.M. and 3:00 P.M. The bid / tender may be submitted from **13-03-2026** & closed on **18-03-2026**. The Selection /opening will be made at the College office at **3.00 P.M. on 19-03-2026**

The College reserves the right to accept or reject any or all tenders without assigning any reason thereof.

The Authority of the College reserves the right / discretion for selection based on experience, amount, quality of the bid & bidder.

*M. Mandal*  
Dr. Madhumanjari Mandal  
Principal

13/3/26

Principal  
Scottish Church College  
Kolkata

