



NAAC RE-ACCREDITED
(3RD CYCLE)

Office of the Principal
RADHAMADHAB COLLEGE, SILCHAR
DIST.CACHAR, ASSAM, PIN NO. - 788006.



Website:-www.rmcollege.org, Tel.No.03842-295960(O), 8822622753(M), Email: rmcollege71@gmail.com

Ref No: _____

Date:-07/10/2026

From: *Dr. Arundhati Dutta Choudhury, M.A, M.Phil, Ph.D*
Principal in Charge & Secretary, GB
Radhamadhab College, Silchar-6.

REQUEST FOR PROPOSAL (RFP) FOR THE SELECTION OF A WEBSITE DEVELOPMENT AGENCY

RFP Reference Number:

Date of Issuance: 7-Oct-2026

Issued By: Radhamadhab College, Silchar

1. Introduction & Objective

Radhamadhab College, Silchar intends to appoint a competent and experienced Website Development Agency for the design, development, deployment, hosting, security, operation, and comprehensive maintenance of its official website.

The core objective is to establish a modern, responsive, secure, accessible, and user-friendly digital platform. This portal will serve as the primary hub to effectively communicate the organization's activities, services, publications, notifications, and other critical information to its stakeholders.

2. Scope of Work

The selected agency will be responsible for the end-to-end lifecycle of the website. The detailed scope includes:

- * Discovery & Planning: Conducting requirement gathering sessions, stakeholder workshops, and defining user personas.
- * UI/UX Design: Creating modern, intuitive wireframes, visual mockups, and prototypes ensuring a mobile-first, responsive architecture.
- * Core Development: Building the website using a robust, scalable Content Management System (CMS) that allows non-technical staff to easily update content.
- * Deployment & Hosting: Setting up a secure, scalable cloud hosting environment with high availability and automated backup systems.
- * Security & Compliance: Implementing advanced security measures (SSL, firewalls, DDoS protection) and ensuring adherence to international web standards (e.g., WCAG 2.1 for accessibility).
- * Operation & Maintenance: Providing ongoing technical support, bug fixes, performance optimization, and regular feature updates for a period of [e.g., 2 or 3] years post-launch.

3. Proposal Submission Requirements

Bidders are required to submit their proposals in two separate parts: Technical and Financial.

Technical Proposal Structure

- * Executive Summary
- * Company Profile and Proof of Eligibility
- * Proposed Methodology, Project Plan, and Timeline
- * Profiles and CVs of Key Team Members assigned to this project

Financial Proposal Structure

- * Itemized cost breakdown (Design, Development, Hosting, Licensing, Support)
- * Milestone-based payment schedule
- * Any recurring annual costs (Hosting, AMC)

4. Evaluation Criteria

Proposals will be evaluated based on a Quality and Cost-Based Selection (QCBS) mechanism:





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Evaluation Component	Weightage	Description
Technical Capability	70%	Portfolio quality, technical approach, team experience, and understanding of project objectives.
Financial Proposal	30%	Cost competitiveness and clarity of the commercial breakdown.

5. Critical Timelines

- * RFP Release Date: 7-Oct-2026
- * Last Date for Submission: 14-Oct-2026

6. Terms & Conditions

- * Intellectual Property: All source codes, designs, assets, and content created during the project will remain the exclusive property of Radha Madav College.
- * Confidentiality: The selected agency must sign a Non-Disclosure Agreement (NDA) prior to project commencement.
- * Right to Accept/Reject: Radha Madav College reserves the right to accept or reject any or all proposals without assigning any reason.

For questions or to submit your proposal, please contact:

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