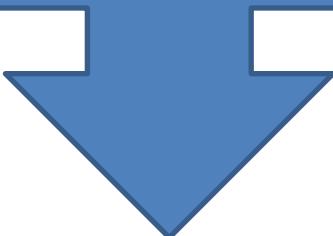


Proposal for Development and Implementation Institute Management software.



Proposal Submitted To:

Principal

BEPZA Public School & College
Moddom Ashrafpur, EPZ Road, Cumilla.

Submitted By:



STIT LIMITED
The World of Simple Technology

1219, Battary Goli, Dampara, Chittagong, Bangladesh. Phone: 01518-329678



Ref: ST/GIDC/IMS/19-2025-12

Date: 19th December, 2025

To,
Principal,
BEPZA Public School & College
Moddom Ashrafpur, EPZ Road, Cumilla.

Subject: Proposal for Development and Implementation of Institute Management Software.

Dear Sir,

Warm Greetings from ST IT LIMITED!!!

I hope this letter finds you in good health and high spirits. We, at ST IT Limited, are pleased to submit this proposal to develop and implement an Institute Management Software (IMS) for BEPZA Public School & College. Our company has a proven track record in delivering innovative and efficient software solutions to educational institutions, and we believe that our expertise can significantly enhance the administrative processes of your esteemed college.

Overview of the Proposed Institute Management Software (IMS):

Our Institute Management Software is a comprehensive, user-friendly, and customizable solution designed to streamline various administrative tasks, academic processes, and communication within the college ecosystem. The primary modules of the software will include:

- 1. Student Information System (SIS):** A centralized database to manage student records, admission details, academic progress, attendance, and examination results.
- 2. Staff Management:** A module to maintain records of staff, including personal information, academic qualifications, work experience, and salary details.
- 3. Academic Management:** This module will facilitate the scheduling of classes, subject allocations, and academic calendar management.
- 4. Fee and Finance Management:** Efficiently manage fee collection, generate fee receipts, and track financial transactions.
- 5. Examination Management:** A module to handle exam-scheduling, registration, hall ticket generation, and result processing.
- 6. Communication and Reporting:** A platform to enable effective communication between students, parents, faculty, and administration, along with generating various reports for analysis.

Benefits of Implementing IMS:

By adopting our Institute Management Software, BEPZA Public School & College can expect the following benefits:

- 1. Enhanced Efficiency:** Automating administrative tasks will free up valuable time for faculty and staff to focus on core academic activities, leading to improved efficiency across the institution.
- 2. Improved Communication:** The software's communication features will facilitate seamless interaction between students, parents, and staff, ensuring timely updates and notifications.
- 3. Data Security and Accuracy:** IMS will maintain a secure and centralized database, reducing the risk of data loss and ensuring data accuracy.



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4. Streamlined Academic Processes: IMS will simplify course management, attendance tracking, examination scheduling, and result processing, resulting in smoother academic operations.

5. Enhanced Decision-Making: The software's reporting and analytics capabilities will provide valuable insights to the management, enabling data-driven decision-making.

Project Timeline and Implementation:

We propose a well-structured and transparent approach to the development and implementation of the Institute Management Software:

1. Requirements Gathering: We will work closely with college stakeholders to understand your specific needs and tailor the software accordingly.

2. Software Development: Our experienced team of developers will design and develop the customized IMS solution based on the agreed-upon requirements.

3. Testing and Quality Assurance: We will conduct rigorous testing to ensure the software's functionality, usability, and security.

4. Training and Deployment: Our team will provide comprehensive training to college staff to ensure a smooth transition to the new system.

5. Post-Implementation Support: We will offer ongoing support and maintenance to address any issues or enhancements.

Cost and Investment:

We understand that budget considerations are crucial, and we are committed to providing a cost-effective solution that meets your requirements. Our detailed cost breakdown will be provided in a separate document, outlining the expenses for software development, customization, training, and support.

Conclusion:

We firmly believe that implementing our Institute Management Software will transform administrative processes at BEPZA Public School & College and elevate the overall educational experience for students, faculty, and staff. We are eager to collaborate with your institution and contribute to its growth and success.

Thank you for considering our proposal. We are open to further discussions and demonstrations to showcase the capabilities of our software. Please do not hesitate to reach out to us for any additional information.

With Best Regards,

Ishtek Al Rashid
Managing Director
S T IT Limited



Financial Proposal

To,
Principal,
BEPZA Public School & College
Moddom Ashrafpur, EPZ Road,
Cumilla.

Subject: Proposal for Development and Implementation of Institute Management Software.

Dear Sir,

Total development Cost of the Proposed Project (As Per Features in Page # 2 & 3):

SL.	PARTICULARS	AMOUNT (BDT)
	Institute Management Software Development	
	Data Collection and Data entry	
	Payment Gateway Integration	
2	Delivery: Within 70 working days from the date of Work order	
3	Yearly Service Charge: Yearly service charge will be applicable till the last date of software usage. Under this service agreement ST IT LIMITED will provide any technical support as and when required.	150/- Per Student
4	Separation: If any party do not agree and do not want to continue with this terms and condition, then both parties will notify each other with a grace period of 3 months before discontinuing it.	3 Months' Notice
5	Work Completion Certificate: Work completion certificate is to be issued by client after satisfactory running of the software but not later than 60 days of installation.	
6	Office hours: (SAT to THU 10:00AM-5:00PM, except Govt. holidays) We will provide uninterrupted service within office hours.	

With Best Regards,

Ishtek Al Rashid
Managing Director
S T IT Limited