Government of West Bengal

Office of the Principal

Haldia Government College

Tender Inviting Quotations for Online Admission related work for the Academic Session 2018-19

Sealed quotations are hereby invited for **I. Development of Admission Portal** and **II. All other admission related work** as stated below for undergraduate admission to Honours and General courses under CBCS/Annual system and for Postgraduate admission to M.Sc. (Geography and Chemistry courses) from the reputed vendors having at least 3 years' experience for providing such services as per the specification detailed below. Quotations for **each** of the undergraduate and postgraduate courses must be submitted separately in two different envelops, the first one marked as **'Technical Bid'** and the second one marked as **'Financial Bid'.** The envelope containing the technical bid will be opened first. The vendors surviving on technical consideration will be considered on financial ground. Normally the vendor eligible on technical ground and quoting the minimum lowest price will be selected. After opening the technical bid the vendors may be required to submit one presentation before an expert committee duly constituted for this purpose.

The details of technical specification

The admission portal is expected to have the following facilities:

A. **Facilities to be extended at the applicants' end**
   1. Prospective Students' Registration in the portal with user ID and password available through e-mail and/or SMS after verifying candidate's mobile number and/or mail.
   2. Multiple registration using the same mobile no and/or mail id will not be allowed in the system.
   3. Prospective Students will be allowed multiple submission using the same registration against separate application fees for each submission.
   4. Prospective Students will be allowed to enter basic and academic data along with uploading of signature and photograph using a menu driven system as far as practicable.

5. Prospective Students will be allowed only to editing the submitted application form. Printing option will be available only after submission of fees.

6. Provision for online payment of application fees through payment gateway of our existing payment aggregator.

7. Provision for online admission with submission of auto calculated admission and other fees.

8. Provision for e-mail and SMS alert for
   (i)   Verifying candidates' mobile numbers and e-mail addresses.
   (ii)   Successful submission of application.
   (iii)   Successful online payment.
   (iv)   Confirmation of admission.

B. **Facilities to be extended at the administration end**
   1. Adding subject/subject-combination band creation of course title.
   2. Mapping of Courses as per Students' H.S. subject combination within the provision of the regulation of Vidyasagar University.
   3. Publication of any interim notification related to admission in the admission panel.
   4. Auto verification of forms in conformity with the eligibility criteria.
   5. Generation and publication of subject wise and category wise merit list.
   6. Counselling and admission of eligible candidates with facility of admission booking subject to seat reservation as per government rule.
   7. Provision for approving admission of the eligible candidates online
   8. Provision for opening the Payment Gateway for submitting the admission and other fees only for the candidates having approved admission status.
   9. Provision for exporting admitted students' list to local standalone student database software which should be able to generate data as per the format accepted by Vidyasagar University for registration purpose.
   10. Provision for Generation of real-time statistics for students' registration at Vidyasagar University.
   11. Provision for real-time validation of the payment information supplied by the bank and the payment aggregator.

12. Provision for generation of any other real-time graphical statistics as may be required from time to time even after admission process.

C. Other Requirements:

1. The rate to be quoted must be inclusive of the rate for supplying of laminated and printed identity cards with card holder and lace having the name of the college printed therein for the students ultimately admitted. The specimen of the card should be enclosed with the quotation. This rate per identity card must be mentioned separately in the quotation.

2. For Post graduate admission, quotations must include the rate for entrance examination procedure (preparation and supply of at least 4 different sets of multiple choice objective question papers which is to be supplied by the college; preparation of OMR sheet; checking of OMR sheet; submission of the result to the college authority in due time).

Point wise compliance report to be given in the technical bid and the vendor should be ready to demonstrate them on the date of presentation to be announced later.

Vendors must have valid trade license, PAN, GST registration. The tender is to be submitted to the office of the Principal within 04th May, 2018, 02:00 P.M.

26-4-18

Principal
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