GMGC/Quotation 19/for "Total online admission-cum registration procedure"/23-24/360

Notice inviting Quotations for "Total online admission-cum registration procedure "

Sealed quotation are invited from reputed and bonafied companies/ Firms/Agencies/ Service providers to provide software for "Total online admission-cum registration procedure " for the session 2024-25. The specification of work is as follows:

A. Online APPLICATION

1. A detail list of instruction will have to be provided to the applicant before the applicants start filling the admission form.
2. The admission must contain all details as required by the University of Calcutta and college for the purpose of admission in 1st semester classes
3. In respect of some of information/ chose exercised, there should be provision for repeating and confirming the same for avoiding/ minimizing errors. Show Completion status after completion of each step.
4. Candidates must be provided with online mode of payment (with gate way provider) for each application from.
5. According to the availability of seats, the whole process may have to be repeated a number of times.
6. The Government of West Bengal and the University of Calcutta often revise their guidelines and instruct the colleges to reopen the admission portal after the same has been closed as per their earlier guidelines. Under such circumstances, the admission portal shall have to be re-open and all functions to be started afresh. It may be noted that this may occur a number of times.
7. The server must have the capacity to handle large data (involving more than 20 thousand applications) and textual and image data.
8. A detailed list of instructions to be provided to the applicants before the initiation of the application procedure.
9. Some information must be collected from the applicants on a mandatory basis and it has to be controlled from admin.

Merit list preparation

1. Subject wise, category wise merit lists are to be prepared and published as per our notified time schedule.
2. A proper tie- breaking formula should be incorporated in the software in consultation with college to address the issue of tied scores among candidates.
3. It is observed that many candidates submit multiple applications for the same subject/ course. It is desirable that the system identifies and rejects all but the last application in such cases to avoid problems during preparation of merit list.

Online Admission

1. SMS alert to all eligible candidates for online counselling (sms facility) in different phases as advised by the college authority.
2. Design of the online counselling system access to which will be granted based on the data provided by the candidates.

3. Display of all the subject wise valid candidate list before proceeding with counselling.
4. A valid system by which the candidate will communicate with the college authority to confirm whether she is willing to be admitted.
5. A merit list will be displayed, subject wise and category wise, of the candidates who are willing to take admission within stipulated date wise.
6. Candidates must be provided with online mode for admission fee payment.
7. Real time integration with the candidates admitted and validity of online payments.
8. The whole online counselling-cum-admission process may have to be repeated a number of time according to the availability of sets and issue of fresh Government/ University notifications.

Online Cancellation

1. Since physical presence of candidates cannot be permitted in colleges under any circumstances, a system of online cancellation of admission should be incorporated.
2. The college should be provided with cancellation details in order to calculate the actual vacancy situation.

Student register

Subject wise student register for the 1str semester classes .

Identity card

Identity card of the admitted students to be provided before the commencement of the first classes as per requirement specified by the college.

University registration

1. Online Registration procedure after admission with a schedule time frame . so that finally candidates can valid their data again.
2. All date required for the university registration process should be collected at the time online application by a candidates.
3. Full control of the college to modify a detail of candidate.
4. Providing Photo, signature, mark sheets and other relevant documents in University prescribed format.

Salient Point

1. The application process should be made user friendly and steps by step to make error free. Candidates can retain their incomplete application to complete.
2. A user friendly online counselling procedures should be provided.
3. A user friendly and secure (otp-generation) online cancellation system should be provided.
4. Roll numbers should be generated and students' register to be provided to the college one week before commencement of classes.
5. Students' identity cards should be provided before commencement of classes.
6. At time of admission procedure vendor must be provide technical support number for students and college authority.

NOTE : Sealed envelopes should be submitted to the college authority

1. Price quotations for online admission, identity card preparation and university registration
2. Description of experience & credentials.
3. The price quotations shall be opened only after the college authority is satisfied.

All Quotation must reach the Principal's office by 04.03.2024.

Documents required for the Bidder:

1. PAN CARD
2. Professional Tax registration certificate with latest challan
3. GST registration No
4. Last Three year Income tax return
5. Trade Licence
6. Credentials Certificate for similar type job.

Terms and condition

1. Delivery: The Online Admission System Software should be delivered and installed within the period as specified in the purchase order and be ready for use within 03 weeks of the issue of purchase order unless otherwise prescribed. If the bidder fails to deliver and place any or all the Equipment's or perform the service by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.
2. Installation is to be carried out by the Consignor, at their own cost.
3. Maintenance & Support during warranty period to be borne by the Consignor.
4. Prices hall be quoted in INR only.
5. No escalation in respect of materials, labour, duties, freight etc. will be allowed in any shape .
6. GST amount should be quoted separately.
7. The quotation may be cancelled at any level.
8. Total price should include all components and fixed for the period of contact.
9. In all cases of dispute, the decision of the college will be final.