Tender No.: W-SAJC-1/22/2022   **Date: 01-02-2022**

Title of the work: Development of online admission portal and all admission related work for the academic session 2022-2023 in three shifts of Seth Anandram Jaipuria College, Kolkata as per terms and conditions

Sealed tenders are invited for (i) Development of online admission portal, (ii)all admission related work for the academic session 2020-21 for undergraduate admission in Honors and General courses in three shifts of Seth Anandram Jaipuria College, Kolkata under CBCS system of University of Calcutta following the rules and regulations of University of Calcutta and Government of West Bengal as per terms and conditions mentioned below from reputed and qualified vendors having at least three years of experience of providing of providing such services.

The vendor selected must abide by the terms and conditions of the college and the rules and regulations of the University of Calcutta and Government of West Bengal as published form time to time. The vendor must also be liable to complete the work related activities in due time as imposed by college, affiliating University and the Government.

Scope of the work:

1. Secured web hosting with unlimited hosting space and unlimited bandwidth & domain registration for 1 year.
2. Dynamic customized web design with provision of multi-user administration panel for Undergraduate Admission to UG courses.
3. Guided and customized service towards complete admission process to UG courses in different shifts of the college as per rules and regulations against approximately 1500 vacancies (which may change)
4. Dedicated helpline (telephone and email) and one manpower at onsite during admission process
5. Identity card generation of admitted students.

Technical specification (must include, but not limited to):

1. Features of the admission portal:
   a. Attractive, responsive, user-friendly and dynamic design optimized for viewing in desktop, mobile and tablet.
   b. Domain (ac.in) registration for one year in the name of college.
   c. Provision for sub-domain in science/arts/commerce faculty and shifts of the college.
   d. Hosting or one year with unlimited bandwidth and unlimited hosting space.
   e. Dynamic admin panel
   f. I year annual maintenance
   g. Unlimited tabs and page creation as per requirements with unlimited content upload.
   h. LINUX hosting environment with 3 layer security and having at least 1 year of SSl certificate
   i. Auto backup of database at desired interval

2. Facilities at applicant's end:
   a. Prospective student's registration and subsequent login(s) with use ID/password/OTP validated through email and mobile.
   b. Disability of multiple user registration for same mobile and/or email
   c. Multiple submission of application for admission in different programs and shifts of college against same registration with separate application fee.
   d. Allowing registered applicants to enter and edit basic and academic data and with uploading scanned copies of signature/photograph/required documents using a menu-driven system.
   e. Provision for online payment of application fee through gateway(s) of our of existing payment aggregator(s) with restriction of form printing without payment.
   f. Automatic validation of the fields of the application form as per rules and regulations.
   g. Processing of the application form, generation of provisional merit list, rectification at applicant's end and publication of structured merit list.
   h. Provision of online counseling/admission booking.
   i. Scheduled admission as per provided calendar and seat capacity for different category and payment of auto calculated admission fee.
   j. Provision of transfer/cancellation of admission and processing of relevant refund of fees as per provided rules within stipulated time. Vacancies should be adjusted subsequently.
   k. Provision of email and sms alert for verification/registration/application submission/payment/ admission confirmation.
   l. Enquiry form via email.

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3. Facilities at administration end via admin panel:
   a. Provision of multiple user with different access right
   b. Adding/editing subject/course/subject combination with correlated seat capacity/fees/eligibility criteria/student category/shift/gender/ any other customized field.
   c. Mapping of courses with applicants 10+2 subject combination within the provision of University of Calcutta.
   d. Provision of implementation of all rules and regulations for Application, Admission and University Registration within the provision of University of Calcutta and Government of West Bengal.
   e. Publication of interim notifications related to admission as required
   f. Auto validation and verification of forms in conformity with eligibility criterion.
   g. Auto generation and publication of merit lists subject-wise, shift-wise and student-category wise as per provided schedule.
   h. Online counseling and admission of eligible candidates with facility of admission booking via web login/sms subject to seat capacity and reservation rules.
   i. Provision of approving admission and online fee collection for eligible candidates.
   j. Provision of repeat merit list, seat switching among equivalent reserved categories for de-reservation process.
   k. Live application and admission status tracking and real time report generation/displaying graphical statistics in pre-defined and user-defined formats.
   l. Provision of real time validation and reconciliation of online payments between bank/gateway and portal.
   m. Generation of reconciled statement of fees collection head-wise, with customized segregations.
   n. Document verification and Admission Validation.

4. Other requirements:
   a. Dedicated telephone and email helpline for queries regarding technical problems of applicants during admission process (10 am to 7 pm, 7 days a week)
   b. Dedicated manpower(1) during admission process at college campus (for three months)
   c. Verification of applicant's identity at any stage via OTP.
   d. Verification of Marks/Reservation Certificate for admitted students.
   e. Processing University Registration of admitted students as per University format.
   f. Laminated Identity card generation with card holder in specified format.

Instructions for bid submission:
1. Bids must be submitted in separate envelop viz., 'Technical Bid' and 'Financial Bid'. The envelop marked 'Technical Bid' shall be evaluated first. Vendors may be asked for a presentation before the technical bid evaluation committee. The vendors survived on technical evaluation are considered for 'financial aid' evaluation and normally lowest bid from them shall be considered for the contract.
2. Point-wise technical compliance report with details of experience should be given in technical bid. The vendor should be ready for presentation. The date of communication shall be presented later.
3. The rate shall be inclusive of all taxes and duties. It should be quoted item-wise as given in the scope of work.
4. The vendor must submit PAN, Income Tax Return of last year, Trade license and GST details in technical bid.
5. The bid is to be submitted to the office of the Principal within 14/02/2022 at 3 pm. The date of opening the tender is 15/02/2022 after 12 noon. Contact Mr. Panna Chowdhury (9830497298) for bid submission and related queries.

1/2/22

Principal
Seth Anadram Jaipuria College

Principal
Seth Anandram Jaipuria College
Kolkata - 700 005