NOTICE
Inviting Tender

Tender No. PC/ADM/0l/2025-2026

Title of the Work: Development of online admission portal (for remaining vacancies after Mop up round in WBCAP) and all admission related work for the academic session 2025-26 in three shifts of Seth Anandram Jaipuria College, Kolkata as per terms and conditions.

Sealed Tenders arc invited for (i) Development of online admission portal (for remaining vacancies after Mop up round in WBCAP) & all admission related work and (ii) Works related to University Registration of all admitted students for the academic session 2025-26 (including those admitted in WBCAP) in Honours and General courses in three shifts of Seth Anandram Jaipuria College, Kolkata under CCF 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' experience of providing such services (in CU affiliated colleges).

The vendor selected must abide the terms and conditions of the college and the rules and regulations of University of Calcutta and Government of west Bengal as published 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 required hosting space and bandwidth for 6 months (as sub domain of existing college website).

2. Dynamic customized web design with provision of 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 of University of Calcutta and reservation rules of Govt. of West Bengal as well against approximately 1000 vacancies (which may change).

4. Dedicated helpline (telephone and email) facilities.

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. Secured Hosting service (with SSL certificate) for 6 months with required bandwidth and required hosting space.

   c. Dynamic admin panel.

   d. Auto backup of database at desired interval.

   e. **Must link and whitelist with existing CCAvenuc payment gateway within 7 clays after getting work order.**

   f. **Must follow the provided schedule by the government starting from 11th November, 2025.**

SETH ANANDRAM JAIPURIA COLLEGE
(NAAC ACCREDITED)
ESTD. 1945

2025
start

Ref. No, : ....   Dated : ....

2. Facilities at Applicant's end:

a. Prospective student's registration and subsequent login(s) with user ID/password and 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.

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 (**CCAvenue**) of our existing payment' aggregator(s).

f. Automatic Validation of the fields of the application form as per rules and regulations.

g. Processing of the application form, generation of provisional merits list, rectification at applicant's end and publication of structured merit list.

h. Provision of online counselling/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.

3. Facilities at Administration end via admin panel:

a. Provision of multiple users 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 or 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.

c. Publication of interim notifications related to admission as required.

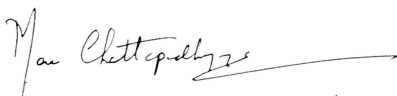f. Auto validation and verification of forms in conformity with eligibility criterion.

g. Auto generation and publication or merit lists subject-wise, shift-wise and student category-wise as per provided.

h. Online counselling 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 7pm, 7 days a week).

b. Verification of applicant's identity at any stage via OTP.

c. Processing University Registration of all (including students m WBCAP) admitted students as per strictly Calcutta University format.

d. Bidder should submit previous credentials of similar kind of work.

Instructions for bid submission:

1. Bids must be submitted in sealed envelope containing Technical and Financial documents. Vendors may be asked for a presentation before the tender evaluation committee.

2. Point-wise technical compliance report with details of experience should be given in technical documents. The vendor should be ready for presentation. The date of presentation shall be communicated later.

3. The rate should be inclusive of all taxes and duties having a value less than one lakh. It should be quoted item-wise as given in the scope of work. 20% of the quoted amount shall be kept as earnest money deposit which is to be disbursed after successful completion of the job.

4. The Vendor must submit PAN, Income Tax return of last year, Trade license and GST details in technical documents.

5. The bid is to be submitted to the office of the Teacher-In-Charge within 8/10/2025, 3 pm. Only the technical bid should be mailed at **sajaipuriacollege@gmail.com** by **08/10/2025, 3 pm.** The Date of opening the tender is 10/10/2025 after 2 pm. Mailing the technical bids is mandatory, without which the bids will not be considered.

Contact Mr. Panna Chowdhury (+91 **9830497298)** for bid submission and related queries.

Teacher-in-Charge
Seth Anandram Jaipuria College
Kolkata-700005

Teacher-In-Charge