

UNIVERSITY OF GOUR BANGA



(Established under the West Bengal Act. XXVI of 2007)
[Recognized U/S 2(f) & 12(B) of the UGC Act and NAAC accredited University with 'B' Grade (2016)]

Office of the Deputy Registrar

★ Phone: 03512-223664 ★ URL: www.ugb.ac.in ★ Email: do@@ugb.ac.in
P.O.: Mokdumpur, Dist.: Malda, Pin – 732 103, West Bengal, India

Ref. NIQ No.: 446/UGB/DR-2022

Date: 26.07.2022

NOTICE INVITING QUOTATION

N.I.Q. No.: 446/UGB/DR-2022, Date: 26.07.2022

Sealed Quotations are invited in two-bid system, i.e., Technical bid and Financial bid, from eligible, reputed Agency /Firm/ Proprietorship or Company for services of Online Post Graduate Admission for the year 2022-23 along with Printing and Delivery of Identity Cards of the University of Gour Banga, Malda. The scope of the work may be extended for further years subject to satisfactory performance of the bidder concerned. However, it will be entirely the discretion of the University to take decision in this regard.

Description of Work	Earnest Money	Period of Completion
Services of On Line Post Graduate Admission for the year 2022-23 along with Scrutiny and Verification of documents and Printing and Delivery of Identity Cards of the University of Gour Banga.	Rs. 10,000/-	45 days from the date of issuance of Work Order.

Bidders are requested to quote the rate for providing services for the year 2022-23 only.

Rate to be quoted including all Taxes. Both Technical and Financial Bids are to be submitted separately.

Detailed Specification / Scope of Work for online PG Admission System:

The agency has to design a new responsive Website with Online PG Admission System for online PG Admission process 2022-23. This system must have dynamic Multilingual Student Registration facility with payment modes to pay registration/admission fee including Challan, Online Payment Gateway integration and Mobile OTP verification (the use of payment gateway facility is subject to the decision of the authority). This system must be hosted in highly secured server with security certificate. Automatic CGPA conversion, online Verification of documents and publication of merit list (MS Word, MS Excel, PDF and data file format simultaneously) of successful candidates will be made and then admission will be completed through this system with necessary payment submission. The company also has to provide - A user Friendly Dynamic Multilingual Admin Console Management System with student Registration, Payment Collection and Admission facility. The agency will have to do:

- I. Scrutiny of application forms including verification of valid Registration Certificates, UG Mark sheet considering CGPA multiplier, year of passing, reservation certificate(s) and other relevant documents involve with merit panel preparation.
- II. Generation of Category wise Provisional Merit List for 80% & 20% separately for (2022-23) candidates applying from home and other universities (University of Gour Banga candidates for 80% seats and remaining 20% of seats is open for the students of other Universities and those of Gour Banga University who are not selected within 80%). The admission portal must contain separate TAB like- 'Home', 'Key dates', 'Instruction/Notification', 'Check list', 'Merit List', 'Fees Structure', 'Prospectus' and 'Payment Method' .

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- III. Publication of Provisional Merit List for valid applicants.
- IV. Providing provision for any valid claim from applicant's end against the published valid applicant list.
- V. Publication of Final Merit List after necessary correction (if any) etc.
- VI. Making provision for asking online willingness to admission.
- VII. Generation of list of willing candidates.
- VIII. Conduction of online counselling & provisional admission of candidate (Home and others).
- IX. Collection of Admission Fee through dedicated online Payment Gateway system.
- X. Publication of list of admitted candidates (category wise)
- XI. Giving message at given mobile number/e-mail to the candidates at every required steps in admission process.
- XII. Arrangement of dedicated helpdesk with two mobile numbers and one email for addressing applicant's queries, grievances etc. during entire process of online admission is highly required. For this, required man power is to be deployed. Admission committee or University authority will not take any such issues to resolve.
- XIII. The agency need to design, print and supply of Student Identity Cards of the admitted students with the following specifications.
 - a) Size: 90 mm x 55 mm.
 - b) Multi Colour Printing with photograph of the student printed on 300 micron teslin material.
 - c) Coloured & Printed ribbon.
 - d) PVC Jacket.

The content and the design of the Identity Cards will be approved by the competent authority of the University of Gour Banga.

DESIRED TERMS & CONDITIONS:

- I. At least 3 Years working experience of online admission process in any UGC/MHRD recognized University/Institutes in West Bengal.
- II. The agency should have to prove their credential by providing successful work done/completion certificate from the University/Institutes.

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- III. Agency should ensure that a student should not face any server related disputes/issues during the entire course of admission and the agency should have sufficient server capacity to conduct the whole online admission process.
- IV. The company has to design a new responsive and secured website with online Admission system for PG.
- V. Agency should have own payment gateway which will be connected to their admission portal.
- VI. The website of the agency (admission portal) will be connected to our UGB website.
- VII. The selection of the agency is based on two bid selection processes (Technical Bid & Financial Bid, Technical bid include online/offline demonstration/presentation and verification of documents).
- VIII. Technical qualification is of two distinct methods. Firstly, the agency has to qualify by their official papers required for the Tender process. Then they have to qualify as per their credential (by providing work completion certificate from different UGC recognized University) along with technical detail presented in the **ONLINE** seminar in presence of the members of the UGB PG Admission Committee 2022-23. The agency will be qualified for financial bid opening based on their technical qualification, credential and other details presented in the seminar.
- IX. The contact/responsible person should be present at the time of seminar presentation who will be contacted throughout the process of admission.
- X. The agency should prepare a user-friendly 'format for online application form'.
- XI. The agency should have to provide backup files (excel, doc and pdf format) in all points of admission process to the University.
- XII. The agency has to ensure 100% data security and confidentiality of all the data of the candidates.
- XIII. The admission website should have complete list of current vacancy status (subject wise and category wise) separately.
- XIV. The website should have students' helpdesk which contains at least 2 different telephone/mobile numbers and emails. If any student faces any admission related problems (e.g. server down, inability to document uploading, bank link/Challan generation etc.), they will avail the helpdesk phone and email. The agency should fix the problem instantly.
- XV. The agency should ensure the SMS/email facility to the candidates at any steps [e.g. merit status/merit panel publication, counselling date, admission date, notification and cancellation/change of dates (if any) etc.] of the admission process.
- XVI. The agency will have to do- Scrutiny of application forms, Challan generation for payment in Bank, Conduction of counselling of candidates (Home and Others), Publication of merit list of candidates from home and other universities (University of Gour Banga candidates for 80% seats

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and remaining 20% of seats is open for the students of Other Universities and those of Gour Banga University who are not considered within 80%), and publication of list of willing candidates.

- XVII. The admission portal must contain separate TAB like- 'Home', 'Key dates', 'Instruction', 'Check list', 'Merit List', 'waiting list (if any)', 'Fees Structure', 'Prospectus' and 'Payment Method' etc.
- XVIII. This system must have dynamic Multilingual Student Registration facility with all types of payment modes to pay admission fee including Challan printout, Debit/Credit card, Online Payment Gateway integration and Mobile OTP verification (in case the agency is engaged with payment gateway facility).
- XIX. This system must be hosted in highly secured server with security certificate. Automatic Short listing of merit list (MS Word, MS Excel, PDF and data file format simultaneously) will be generated and successful candidates then be admitted through this system with necessary payment submission.
- XX. The company also has to provide - A user Friendly Dynamic Multilingual Admin Console Management System with student Registration, updating student's successful payment report and online admission facility & 24 x 7 help desk support.
- XXI. Agency has to prepare Challan consisting of Mobile Number, Application Number, and Name of the applicant (in case the agency is engaged with payment gateway facility).
- XXII. The bidders are requested to quote their rate inclusive of all taxes as applicable in a lump sum mode. Further request regarding price will not be entertained.
- XXIII. The agency has to provide all support till the end of the entire admission process.
- XXIV. The agency will be responsible for all modalities of merit list preparation, verification, merit list publication, online counselling, preparation of list of admitted candidates and all other online processes. They will be accountable for dispute or problems if found in the above processes.
- XXV. The agency will publish a subject wise combined merit list and category wise (SC, ST, OBC-A, OBC-B) merit list separately with aggregate marks out of total applicants [for 80% and 20%].
- XXVI. Helpdesk should be launched and maintained for assisting the students who will face problem relating to PG admission for the entire period of admission (from start of work to till last date of counselling). Helpdesk will also help to bridge between university authority/ admission committee.
- XXVII. Earnest money will be forfeited if any problem found from the agency part. Moreover, university authority can take action against agency if negligence, noncooperation or problems found in merit list preparation, cooperation with students by sending information in time by SMS and email or any part of the entire admission process.

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NOTE:

- 1. Modifications of all the above mentioned conditions/inclusion of more conditions may apply for the process of online admission by mutual discussion between the Agency and the university as and when required for the sake/benefit of the students and the University of Gour Banga.**
- 2. The eligibility of a bidder will be ascertained on the basis of the attested documents in support of the minimum criteria as mentioned above and the declaration executed through prescribed affidavit in non-judicial stamp paper of Rs. 100.00 duly notarized. If any document submitted by a bidder is either concocted or false, in such cases the eligibility of the bidders will be outrightly rejected at any stage without any prejudice and forfeiture of earnest money forthwith or will be debarred from participation in any tender within the jurisdiction of the University.**
- 3. In occasion of unsatisfactory service/ breach of contract/ violation of terms and conditions on the tender, the University Authority reserves the right to discontinue/ terminate the agreement. The decision of the Hon'ble Vice-Chancellor / University Authority will be final in this regard.**
- 4. The University of Gour Banga, reserves the right to accept or reject the tender and/or negotiate by way of revised and/or improve offer from all the Bidders for the concerned job. The University also reserves the right to withdraw or reject the Tender/NIQ as a whole without assigning any reason thereof.**

FINANCIAL TERMS & CONDITIONS:

1. The quotation should be made by the vendors in their original letter head clearly indicating the aforesaid services and rates in detail in their Financial Bid.
2. **Both Technical and Financial Bids are to be submitted separately.** The Financial Offer of the prospective bidders will be considered only for those bidder who have successfully qualified technically i.e., Technical Bid is found suitable in all respect. The decision of the 'University' will be final and absolute in this respect.
3. EMD – A sum of Rs. 10,000.00 (Rupees Ten Thousand Only) in the form of CTS Demand Draft from any Nationalized Bank in favour of 'University of Gour Banga' payable at 'Malda' is to be attached/ uploaded with the tender documents as earnest money deposit, failing which the tender/quotation will be treated as cancelled. EMD of unsuccessful bidder will be refunded and no interest will be paid against EMD.
4. EMD will be released after successful completion of the work.
5. Taxes shall be deducted as per Govt. norms.

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6. Price quoted should be inclusive of all taxes i.e. GST, & delivery charges up to the concerned department of the UGB.
7. The sealed quotations are to be submitted along with valid Trade License/ Certificate of Registration of incorporation/ Deed of partnership, PAN, GST Registration Certificate, Income Tax Return. Balance sheet and P&L Accounts for last two years, credential etc. at the **Office of the Deputy Registrar, University of Gour Banga, P.O.: Mokdumpur, Dist.: Malda, PIN: 732 103, West Bengal, by 08th August, 2022 from 12:00 Noon to 04:00 PM.**
8. Payment will be made through account payee cheques only.
9. Recommendation of payment will be done only after successful completion of the work.
10. University authority has the liberty to take administrative/ legal steps as deem fit against the successful bidder at their discretion if the services are not provided properly and in time by the agency/ service provider. For any discrepancies, decision taken by the Vice Chancellor, University of Gour Banga is final and binding. And for any court cases the jurisdiction will be Calcutta High Court.
11. Bidders are requested to be present at the time of opening of quotations. For any further detail bidders may contact the office of the undersigned during office hours except Saturday, Sunday and Holidays.
12. Date & Time of Opening of Technical Bid: **10.08.2022 at 04:00 PM.** Date and time of opening of Financial Bid will be notified later.

Sd/-

(Dr. Rajib Patitundi)

Deputy Registrar (Addl. Charge)

University of Gour Banga