UNIVERSITY OF GOUR BANGA

(Established under West Bengal Act XXVI of 2007)

NOTICE INVITING TENDER No.UGB/Jt. Convns. /PG Admn./NIT- 01/2018-19

**BY THE JT.- CONVENERS, PG ADMISSION COMMITTEE,
UNIVERSITY OF GOUR BANGA, MALDA**

The Jt.-Conveners, PG Admission Committee, University of Gour Banga, Malda invites Tender for engagement of Agency for online P. G. Admission-2018 System through new website for Post Graduate students in the University of Gour Banga.

Sl. No	Name of the Item	Earnest money (Rs.)	Price of, Tender Form& others Papers	Period of Completion	Eligibility of Bidders
01	*Online Admission System through new website portal for the Post Graduate students in University of Gour Banga.*	**50,000.00**	NA	45 Days. (The company has to start their work within two days after opening the Tender i.e. approx. 04.07.2018) The agency will be responsible for all modalities of merit list preparation, verification, merit list publication, online counseling, 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.	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 along with technical detail presented in the open seminar in front of the members of the Tender & Purchase Committee and UGB PG admission committee-2018. The agency will be qualified for financial bid opening based on their technical qualification, credential and other detail presented in the seminar.

Scope of Work:
Specification for inviting tender regarding P.G. Admission-2018

The company has to design a new responsive Website with Online Admission System for PG. This system must have dynamic Multilingual Student Registration facility with 2 types of payment modes to pay registration fee including Challan, Online Payment Gateway integration and Mobile OTP verification. 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 get admitted 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 i. Scrutiny of application forms, ii. Admit card generation iii. Conduction of counseling (Home and Open), iv. Publication of merit list of home and other university (University of Gour Banga candidates for 60% seats and remaining 40% of seats is open for the students of other Universities and those of Gour Banga University who are not considered within 60%). The admission portal must contain separate TAB like- Home, Key dates, Instruction/Notification, Check list, Merit List, Download Admit Card, Fees Structure, Prospectus and Payment Method.
Number of PG Departments-23 (Twenty three). Total Intake Capacity 1535 (approximately).

Note:
(1) **Bidders have to submit two separately sealed envelopes; one for Technical Detail and another for Financial Detail mentioning the Technical bid and Financial bid respectively outside the envelops for the UGB PG Admission-2018.**
(2) **Bidders are requested to present on 03-07-2018 at 12:00 p.m. with their demo portal for demonstration regarding online admission system mentioned as above.**
(3) **Bidders will be qualified and finalized for price bid consideration based on their demonstration detail of the online admission system and mutual discussion between the vender and the University at the time of their demonstration.**
(4) **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 been entertained.**

The bidders are requested to quote their rate inclusive of all as follows:
1. Website launching cost
2. Admission processing viz. filling up of forms, Scrutiny, Corrections etc.
3. Generation of Admission Card, Publication of merit list.
4. Conduction of Counseling per day (with necessary equipment like Laptop, sufficient manpower i.e. at least three technical assistant or staff, etc.).
5. Other cost (if any)

N.B: Agency has to prepare Challan for the students consisting of Mobile Number, Application Number, Name of the applicant &24 x 7 help desk support has to be provided by the company.

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.

 (iii) 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).

(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 open seminar in front of the members of the Purchase & Tender Committee and UGB PG admission committee-2018. The agency will be qualified for financial bid opening based on their technical qualification, credential and other detail presented in the seminar.

(ix)   The contact/responsible person should be present at the time of seminar presentation who will be contacted thorough out the process of admission.

(x)   The agency should prepare an 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 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 and email facility to the candidates at any steps [e.g. merit status/merit panel publication, counseling date, admission date, notification, date change (if any)] of the admission process.

(xvi)   The agency will have to- Scrutiny of application forms, Admission card generation, Challan generation for payment in Bank, Conduction of counseling (Home and Open), Publication of merit list of home and other university (University of Gour Banga candidates for 60% seats and remaining 40% of seats is open for the students of Other Universities and those of Gour Banga University who are not considered within 60%).

(xvii) The admission portal must contain separate TAB like- Home, Key dates, Instruction, Check list, Merit List, Waiting list (if any), Download Admit Card, Fees Structure, Prospectus and Payment Method.

(xviii) This system must have dynamic Multilingual Student Registration facility with 3 types of payment modes to pay registration fee including Challan printout and cash payment in bank, Debit/Credit card, Online Payment Gateway integration and Mobile OTP verification.

(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 get admitted through this system with necessary payment submission.

(xx) The company also has to provide - A user Friendly Dynamic Multilingual Admin Console Management Systemwith student Registration, updating students 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, Name of the applicant.

(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 been entertained.

(xxiii) The company has to provide all support until the end of entire admission process.

(xxiv) The agency will be responsible for all modalities of merit list preparation, verification, merit list publication, online counseling, 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, PH) merit list separately with aggregate marks out of total applicants [for 60% and 40%]

(xxvi) Helpdesk should be launched and maintained in the university campus 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 counseling). Helpdesk will also help to bridge between university authority/ admission committee and admission control room.

(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.

Note: Finalization of all the above mentioned condition/more condition may apply for the process of online admission by mutual discussion between vendors and the university as and when required for the sake/benefit of students and university.

Other Terms and Conditions:

1. The University of Gour Banga reserves the right to amend or cancel the scope of the job as well as to cancel or modify the terms and conditions of the tender without showing any reason. In this regards, the decision of the Vice Chancellor is final.

2. The company must have experience in development of **Multilingual Admin Control Management System for** Colleges/ University in ASP.NET & MSSQL Technology or higher version. The inviting company must have 3 Years of track record of doing this type of work.

3. Intending bidders have to submit the tender document directly to the Convener, Tender & Purchase Committee, University of Gour Banga, Malda with **demand draft only** issued from any nationalized bank in favor of "*University of Gour Banga"*, payable at **Malda**. No interest shall be paid on EMD.

4. Payment will be made on account pay in cheque on the basis of actual measurement on finish work.
5. Taxes shall be deducted as per Govt. norms.
6. Documents like PAN, GST registration / enrollment certificate, Current GST return, Professional Tax, Trade License, 3 years IT Returns etc. are to be submitted with the tender paper.
7. The University of Gour Banga reserves the right to amend or cancel the scope of the job as well as to modify the terms and conditions of the tender.
8. The number of Items may increase or decrease by the demand/decision of the authority of UGB.
9. Bidders must have credential proof for the purpose the participated otherwise submitted quotation will be rejected.
10. If any agency submits fraude or false documents, the university has all the rights to take action against the agency.
11. Agreement be made between successful bidders and the University Authority

12. # Date & Time Schedule:

Sl. No.	Particulars	Date and Time
1	*Starting Date of submission of Tender Documents.*	**21.06.2018**
7	*Last Date and time of submission of Technical and Financial Bid.*	**02.07.2018**
	Seminar Presentation (Date and time of Demonstration)	**03.07.2018 at 12:00pm**
8	*Date and time of opening of Financial Proposal*	**04.07.2018**

NOTE: Any complain / grievance will have to submit in writing only before the date & time of opening of tender / tenders. No complain / grievance will be entertained after opening of this / these tenders.

13. No CONDITIONAL/ INCOMPLETE TENDER will be accepted under any circumstances.
14. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/ manufactured/ fabricated, that tenderer will not be allowed to participate in the tender and that application will beout rightly rejected without any prejudice.
15. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacture or false in that case, work order will not be issued in favour of the tenderer under any circumstances and the earnest money will be forfeiture duly without any prejudice.
16. For a particular work, in 2nd Call, Bonafide outsider Contractors may be allowed to participate along with other categories if that tender in 1st call cannot be finalized due to shortage of successful bidders. The bidders will be disqualified if all necessary documents as required in tenders are not produced by those bidders.

A-1. Statutory Cover Containing
   I.   **Demand Draft only** towards cost of tender documents as prescribed in the Tender, against the work in favour of *University of GourBanga*, payable at **Malda**.
   II. Special Terms, condition & specification of works.

A-2. Not statutory Cover Containing
   I.   Professional Tax (PT), deposit receipt challan, Pan Card, IT Saral, VAT Registration Certificate.
   II.   Registration Certificate under Company Act. (if any).
   III. Registered Deed of partnership Firm/ Article of Association & Memorandum.
   IV.   Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
   V.   Balance Sheet & Profit & Loss A/c for the last three years, (year just preceding the current Financial Year will be considered as year – 1).
   VI.   Credential documents should be within last 3 (three) years from date of issue of Tender.
   VII. List of Technical staffs along with structure & organization.
   VIII. Enlistment copy issued by Department.

Note: Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGE IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents' to send the selected documents to Non-Statutory Folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category	Sub-Category Description	Details
A	CERTIFICATES	CERTIFICATES	1. GST Registration Certificate &

			Acknowledgement. 2. *PAN, I. Tax Return (up to date)* 3. *P. Tax (Challan and Number,Current FY.*
B	*COMPANY DETAILS*	*COMPANY DETAILS 1*	1. *Proprietorship Firm (Trade License).* 2. *Partnership Firm (Partnership Deed, Trade License).* 3. *Ltd. Company (Incorporation certificate, Trade License).* 4. *Co-operative Society (Society Registration copy, Renewal copy, NOC from ARCS, Up to date meeting resolution copy.* 5. *Power of Attorney.*
C	*CREDENTIAL*	*CREDENTIAL -1* *CREDENTIAL – 2*	*Credential of similar nature of job without any reservation for any particular class of contractors(Credential means **Credential Certificate, Work Order will not be considered as Credential**)*
D	*P/L AND BALANCE SHEET*	*P/L AND BALANCE SHEET* **Last Three Years**.	*Profit and Loss and Balance Sheet (with Annexure in Current F.Y.).*
E	*MAN POWER*	*TECHNICAL PERSONNEL*	*List of Technical Staffs Along with Structures of Organization.*

07. Rejection of Bid

The Employer (tender accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (tender accepting authority) action.

08. Award of Contract

The Bidder, whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/ Letter of Acceptance / Work Order.

The notification of award will constitute the formation of the Contract.
The Agreement will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including Tender& quoted rate will be the part of the Contact Document.

Sd/-

Joint- Conveners,
UGB PG Admission Committee-2018,
University of Gour Banga,
Malda– 732103