

Alipurduar University



P.O. Alipurduar Court
Dist Alipurduar
Pin 736122

Tender inviting Notice No. 0028/Apdu/Reg. dated 29.07.2025

A formal Tender is invited from firms for the Admission of Under Graduate (UG) courses for Alipurduar University.

TERMS AND CONDITIONS :

- i. Maintaining Government and University norms for Admission process.
- ii. Development of online Admission Portal for students.
- iii. Design and develop of online Admission Forms (WhatsApp no. & Mobile no - mandatory).
- iv. Uploading online Admission Forms.
- v. Delivery of filled-up Application forms to the University, Subject-wise and Department-wise.
- vi. Preparation and publication of Provisional Merit lists (Subject-wise).
- vii. Option for Correction if required in Merit list (all).
- viii. Preparation and publication of Final Merit lists (Subject-wise).
- ix. Preparation and publication of Counselling lists (Subject-wise and Department-wise)
- x. Preparation and publication of counselling lists up to fulfil the vacant seat of different subjects as per the date be fixed up by the appropriate authority.
- xi. Reservation rules must be followed in preparing the merit lists, counselling lists in different subjects.
- xii. Reservation rules for auto shifting must be followed in preparing the merit lists, counselling lists in different subjects, from the second counselling lists in different subjects.
- xiii. Preserve the entire admission data for at least two years for further uses of the University.
- xiv. Admission data is the property of the University and it must be handed over to the authority of the University when they ask for the same.
- xv. Option for Identity Card generation of admitted students of the University.
- xvi. Option for Students record corrections (if required).

General Instructions

- 1) The quoted price should be on the basis of each financial year, including GST.
- 2) Copy of current year PAN card, GST registration certificate shall be accompanied with the technical bid documents. [Non Statutory Documents]
- 3) The chartered firm shall provide Company details as per Annexure-I.
- 4) The University authority reserves the right to accept or reject any/all quotations.
- 5) The quotation should be valid up to 31.08.2025.
- 6) Selection of the agency will be made on the basis of both technical and financial bids. The technical bid and the financial bid shall be sealed by the bidder in separate cover duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids will be opened at the first instance and evaluated. Subsequently, financial bids of only the technically accepted offers will be opened for furnishing value and ranking before finalization and issuance of supply only. After evaluation the lowest rate (L₁)

financial bid from among the technically qualified bidders will be accepted.

- 7) The bid (Technical & financial) shall be submitted to the under noted address;
Registrar (Officiating), Alipurduar University, P.O. Alipurduar Court, Dist. Alipurduar, PIN- 736122
- 8) The last date of submission of quotation is upto 06.08.2025 at 12.00 Noon and to be opened on 06.08.2025 at 2.00 P.M.in the chamber of the Registrar (Officiating)
- 9) The tenderers may remain present at the opening of tender.
- 10) All cases of disputes not covered under the terms & conditions of Tender will be referred to the Vice-Chancellor for a decision which shall be final and binding on both the parties.
- 11) For any clarification regarding tender please contact with the Dr. Joydip Roy (Registrar,Offi), Alipurduar University.(Tel. No. 9434179290), email : regapdu@gmail.com

Registrar (Offg.)
Alipurduar University

BIDDERS DETAILS**(To be provided on company letter head)**

NIT NO.:

TENDER ID:

1	NAME OF THE AUDIT FIRM	
2.	ADDRESS	
3.	CONTACT NUMBER	
4.	CONTACT PERSON	
4.	EMAIL ID	
5.	BANK DETAILS A/c Name A/c Number Name of the Bank Name of the Branch IFSC	

Authorized Signatory(with seal & Stamps)