Alipurduar University

P.O. Alipurduar Court
Dist Alipurduar
Pin   736122

Tender inviting Notice No. 005 /apdu/reg dated 21.08.2024

A formal Tender is invited from experienced bonafied agencies for the forthcoming online **UG** (Arts, Commerce and Science) admission of Alipurduar University, P.O. Alipurduar Court, Dist. Alipurduar, PIN- 736122.

TERMS AND CONDITIONS :

1) The base price and GST shall be shown separately

2) The terms and conditions of payment shall be declared clearly.

3) Copy of current year Trade License, PAN card, GST registration certificate shall be accompanied with the technical bid documents. [Non Statutory Documents]

4) The vendor shall provide Company details as per Annexure-I.

7) The vendor shall have credential of doing of similar work in any University / Academic Institution. Copy of credential certificate shall be submitted along with technical bid (Non Statutory documents).

8) 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 work order. After evaluation the lowest rate (L_1) financial bid from among the technically qualified bidders will be accepted.

9) The bid (Technical & financial) shall be submitted to the under noted address;

   Registrar (Additional Charge)
   Alipurduar University
   P.O. Alipurduar Court
   Dist. Alipurduar
   PIN- 736122

10) A sum of Rs. 2,000/- (Rupees Two thousand) only shall be deposited to the under noted account of the University through RTGS / NEFT as earnest money and the copy of receipt challan of RTGS / NEFT with UTR number shall be accompanied with the technical bid document (Statutory Documents) failing which the tender paper will be treated as cancelled.

   Name of the A/c: Alipurduar University
   Name of Bank : State Bank of India, College Halt, Alipurduar
   Branch Code: 00005
   Account Number: 42981470466
   IFSC Code: SBIN0000005

11) The Agency shall submit details of collection on admission student wise alongwith the break-up of head of receipts immediately after the completion of admission process.

12) The agency shall generate registration number for the admitted students.

13) The agency shall provide online portal for physical verification and ABCD Id rectification if needed.

14) The last date of submission of tender form is upto 12.00 Noon of 29.08.2024 and to be opened on 29.08.2024 at 1.00 P.M. in the chamber of the Registrar (Additional Charge)

15) The tenderers may remain present at the opening of tender.

16) 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.

17) For any clarification regarding tender please contact with the Dr. Jaydip Roy, Registrar, (Additional Charge), Alipurduar University. (Tel. No. 9434179490), email Id- regapdu@gmail.com, Alipurduar University.

Work details:
Please visit our website https://alipurduaruniversity.ac.in for work details

Sd/-
Registrar (Additional Charge)
Alipurduar University

TERMS & CONDITIONS

Requirement for "Online Admission System"

I. User Registration [Applicant]
   a) User Registration, profile creation
   b) Profile manage - Name, DOB, Email, Address, Mobile, Aadhar card, Board & Last Exam Details
   c) Forget password retrieval system

II. Applicant (User) Access
   a) Fill Up & Save Admission Form (according to the Stream & Subjects selected)
   b) Upload Photo and Optional-Supporting Documents (Mark Sheet, Certificates & other required documents)
   c) Update Registration basic details (that don't effect system functionality) till Merit List is generated
   d) Pay option through Online Payment Gateway (Net Banking/ Debit Card, UPI, Phone pay, Google pay etc.)
   e) Other Mode of Payment details update on the Application to submit the form
   f) Confirmation with "Application ID" of successful submission of Application
   g) Print option of Admission Application Form containing "Application ID"
   h) Submit the Admission Form print copy with photo copy of Marksheet, Certificates and other documents at Institute for verification or Skip to Admission Process.
   i) Tracking Admission Status on and after the date provided by Authority using the "Application ID"
   j) Check Merit List Status / Merit Position on the list
   k) On Counselling login for Admission Fee payment
   l) Subject Combination and Compulsory/optional subject's selection by student at the time of admission.
   m) Print Application Form, Online payment receipts or Bank Challan
   n) Category option at the time of admission.
   o) Provisional admission certificate

III. Admin (Authority) Access
   a) Start Admission Process
   b) Create Stream and Stream-wise Subjects
   c) Modify Subjects
   d) Open "No of Seats" as per Stream per Quota (General, SC, ST,OBC & EWS)
   e) Specify Criteria for Quota
   f) Manage Students Data entered by Applicants & Verify with Submitted Print Copies
   g) Manage admission status (Paid - Unpaid / Verified / Selected – Not Selected)
   h) Search Applicants records
   i) Merit List generation (According to calculated Merit marks, Quota, Passing year).

j) Merit List Publishing.
k) Call for Admission or Call for Counselling (Individual SMS Alert).
l) Admission by Student or Admission by Admin option
m) The category of the students (SC/ST/OBC A/OBC B) will be auto shifted (upgradation) in the system in the counselling list in every phase as per the Govt. norms.
n) Admission According to Merit List.
o) Modification of Subject Combination and Compulsory/optional subjects by Admin.
p) Close Admission Process
q) Auto-generation of Identity card for all admitted students immediately after taking admission (Semester wise)
r) Online verification of the admitted students. Option-confirmation/Cancellation
s) Admission confirmation slip after confirmation during verification.
t) Admission data base, Subject wise(Major & Minor), Paper-wise, VAC, IDC, SEC, B. A. Program, B. Sc. Program(Pure Science), B.Sc. Program(Bio-Science), B.Com Program, Semester wise.
u) Students Enrollment Register, Subject wise, Department wise.
v) Students Identity Card, Semester wise, Department wise (auto printing option)
w) Scholarship (sem-wise,year-wise) online & offline support to the institution.

IV. Payment Options:
a) Online Payment for Registration fee.
b) Online Payment for Admission fee.

V. e-mail and SMS Alert Module
Four Individual SMS Templates with one Alert Template for Mass Alert

- e-mail and SMS on Registration with registration ID
- e-mail and SMS on call for admission or call for counselling
- e-mail and SMS on Admission Confirmation
- e-mail and Custom SMS - Same Alert to All Students

vi. Controller and Finance

i. Student Enrollment Register.

ii. Head wise, Item wise statement submission after completion of admission.

ABC id Creation after Admission

Scholarship (State and Central Govt.) online and offline support.

CONSOLIDATED FEATURES

1. **One sub domain for Online Admission Portal on existing domain extension**

2. **Web Hosting Plan for Online Admission on Shared Server for one year**
   - 5000MB Linux Hosting Space with 50000MB Bandwidth per month or higher

3. **Online Payment Gateway**
   Terms of Implementation of Application

   - How to use the System must be demonstrated online/offline in presence of the Authority.

   - The system is to support a minimum of **10000 Applications** for a single phase in one admission session once initiated, which shall enable filling up to **3500 Seats** in three **Stream & Courses** with Merit Lists, Counselling calls and Admission processing of any institute along with necessary payment options and reports/exports.

NB: The system will support all the facilities during the whole process (as per the Govt. Notification / modification if any, time to time) of admission in the session 2024-25.

No cost other than the mentioned in the quotation will be paid by the institution.

Data must be supplied by the vendor to the institution as and when required or instructed to do so.

BIDDERS DETAILS

(To be provided on company letter head)

NIT NO.:
TENDER ID:

1	NAME OF THE BIDDER	
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)