



UNIVERSITY OF GOUR BANGA

[Established under the West Bengal Act. XXVI of 2007 and Recognized U/S 2(f) & 12(B) of the UGC Act]

Office of the Registrar

★ Phone: 03512-223664 ★ URL: www.ugb.ac.in ★ Email: deputyregistrar@ugb.ac.in

P.O.: Mokdumpur, Dist.: Malda, Pin – 732 103, West Bengal, India

Ref. No.:569/UGB/DR-24

Date: 12.12.2024

NOTICE INVITING QUOTATION

NIQ No.: 569/UGB/DR-24, Dated: 12.12.2024

Name of the Work: - 'Services of On Line Ph.D. Admission for the year 2024 along with Scrutiny and Verification of documents and Printing and Delivery of Identity Cards of the University of Gour Banga, Malda, West Bengal, India'.

Sealed Quotations are invited from eligible, reputed Agency /Firm/ Proprietorship or Company having valid Trade License/ Registration Certificate of incorporation/ Deed of partnership to quote their rate (in sealed envelope) for 'Services of On Line Ph.D. Admission for the year 2024 along with Scrutiny and Verification of documents and Printing and Delivery of Identity Cards of the University of Gour Banga, Malda, West Bengal, India'. 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.

Sl. No.	Description of Work	Earnest money (Rs.)	Period of Completion
1.	Services of On Line Ph.D. Admission for the year 2024 along with Scrutiny and Verification of documents and Printing and Delivery of Identity Cards of the University of Gour Banga	Rs. 1000.00	60 Days. (The company has to start their work within two days from the issuance of Work Order.

Bidders are requested to quote the rate for providing services for the year 2024 only. Rate to be quoted including all Taxes.

Earnest money-Rs. 1000.00 (Rupees One thousand Only) to be submit through a Demand Draft favoring 'University of Gour Banga' payable at Malda / Cash Deposit in the University Bank Account (A/C No.: 1622010000019; IFSC: PUNB0162220; Name of the Bank & Branch: Punjab National Bank (PNB) & University of Gour Banga Branch, Malda. Please mention the Draft Number and Date for Demand Draft and Transaction Number and Date for bank transactions.

- **Starting date of submission of sealed quotations: 13.12.2024**
- **Last date and time of submission of sealed quotations: 20.12.2024, 03:00 pm**
- **Date and time of opening of sealed quotations: 20.12.2024, 04:00 pm**

*Any quotation received after the prescribed deadline shall not be considered irrespective of rates.

Detailed Scope of Work:

The agency has to design a new responsive Website for Online Admission System for Ph.D - 2024 in University of Gour Banga. 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 (SSL). Automatic CGPA conversion, Verification of documents and publication of merit list (PDF format) 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 through online payment gateway.

The agency will have to do:

1. Interface for new user creation.
2. Candidate can login with their credential send through SMS/Email.
3. Interface to capture:
 - a. Personal Information.
 - b. Address details.
 - c. Academic Information.
 - d. Attachment of all documents.
 - e. Applying Subject.
4. Candidate can apply more than one application separately.
5. Scrutiny of application forms including verification of valid Registration Certificates, PG Mark sheet considering CGPA/Marks multiplier, year of passing, reservation certificate(s) and other relevant documents involve with merit panel preparation. The admission portal must contain separate TAB like- 'Home', 'Key dates', 'Instruction/Notification', 'Check list', 'Merit List', 'Fees Structure', 'Prospectus' and 'Payment Method'
6. Collection the information of UGC-NET (including JRF)/ CSIR-NET (including JRF)/ SET/ SLET/ GATE or PG Exam details from the candidate for further publication of RET Examination list. Multiple PG Details can be provided by candidate.
7. Providing provision for any valid claim from applicant's end against the published valid applicant list.
8. Publication of Final List after necessary correction (if any) etc.
9. Generation of list of candidates with UGC-NET (including JRF)/ CSIR-NET (including JRF)/ SET/ SLET/ GATE qualification.
10. Generation of list of candidates eligible for RET Examination-2024.
11. Download of Admit Card/Hall Ticket by candidate with the credentials for RET Examination.
12. SMS/E-mail intimation to the Candidate for download the Admit card.
13. SMS/Email intimation to the candidate before date of examination for reminder.
14. Interview list published as per schedule for eligible candidate (NET/SLET/RET)
15. Interview Call Letter generation/Mail
16. Arrangement of dedicated helpdesk with two mobile numbers and one email for addressing applicant's queries, grievances etc.
17. The agency needs 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.

Desired Terms and Conditions:

1. At least 3 Years working experience of online admission process in any MHRD/UGC recognized University/Institutes in West Bengal.
2. The agency should have to prove their credential by providing successful work done/completion certificate from the University/Institutes.
3. The agency should have to provide backup files (excel, doc and pdf format) in all points of admission process whenever required by the University.
4. The agency has to ensure 100% data security and confidentiality of all the data of candidates.
5. 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.
6. 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.
7. Helpdesk should be launched and maintained for assisting the students who will face problem relating to Ph.D 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.
8. The company has to design a new responsive and secured website with online Admission system.
9. The agency should prepare a user-friendly 'format for online application form'.
10. The agency should ensure about the SMS and email facility to the applicants/candidates at any stages [e.g. merit status/merit panel publication, RET Examination Date, Interview Date Admission Date, notification, date change (if any)] of the admission process.
11. The company has to provide all support until the end of entire admission process.
12. The agency will be responsible for all modalities of merit list preparation, verification, merit list publication, preparation of list of admitted candidates and all other processes. They will be accountable for dispute or problems if found in the above processes.
13. The agency will publish a subject wise combined merit list and category wise (SC, ST, OBC-A, OBC-B, PH, and EWS) merit list separately with aggregate marks and RET ranking out of total applicants.
14. 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.
15. At the time of opening the tender, the bidders may attend and for any further enquiry please contact at the Deputy Registrar (Addl. Charge), University of Gour Banga, Malda-732103, W.B, India.

Note:

- a. **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.**
- b. **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.**
- c. **Before the finalization of the agency, the University may call for an Online/Offline demonstration/presentation and verification of documents from the agency concerned.**

Financial Terms and 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. If any document submitted by a bidder is either concocted or false, in such cases the eligibility of the bidders will be out rightly 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.
5. The University also reserves the right to withdraw or reject the Tender/NIQ as a whole without assigning any reason thereof.
6. EMD will be released after successful completion of the work.
7. Taxes shall be deducted as per Govt. norms.
8. Price quoted should be inclusive of all taxes i.e. GST, & delivery charges up to the concerned department of the UGB.
9. 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 Registrar, University of Gour Banga, P.O.: Mokdumpur, Dist.: Malda, PIN: 732 103, West Bengal, by 20th December, 2024 (03:00 pm).**
10. In all cases of disputes, the decision of the University Authority shall be final.
11. At the time of opening the tender, the bidders may attend and for any further enquiry please contact at the Deputy Registrar (Addl. Charge), University of Gour Banga, Malda-732103, W.B, India.
12. Payment will be made through account payee cheque only.
13. Recommendation of payment will be done only after successful completion of the work.
14. 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.
15. 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.
16. **Date & Time of Opening of sealed quotation: 20.12.2024 (04:00 PM).**


DEPUTY REGISTRAR (A/c)
UNIVERSITY OF GOUR BANGA
MALDA (W.B.)

Deputy Registrar (Addl. Charge)
& Convener, Tender and Purchase Committee
University of Gour Banga

Copy forwarded for information to:

1. The Hon'ble Vice-Chancellor, University of Gour Banga.
2. The Registrar (Addl. Charge), University of Gour Banga.
3. The Finance Officer, University of Gour Banga.
4. Members (all) of the Tender & Purchase Committee.
5. Notice Board.
6. The University Website (www.ugb.ac.in).
7. Office File.