



NARASINHA DUTT COLLEGE

(Affiliated to the University of Calcutta)
(Re-Accredited with Grade 'B++' by NAAC)
129, Belilious Road, Howrah – 711 101.

Ref. No..Tender/Online-Adm/17-18/01...

Date..28/02/2017.....

Tender Notice (Online Admission)

Sealed tenders are invited from the reputed concerns within **10th March 2017** in favour of the Principal, Narasinha Dutt College, Howrah, for **conducting Online Admission Process** in undergraduate courses for the session 2017-2018. The specification/ scope of work are as follows:

Online Admission System Specifications (for 2017-2018):

PHASE I – Online Admission Form generation and submission

1. The online admission form should contain all details required for admission and university registration.
2. **A student should be able to apply for as many courses as he/she likes in the same form.**
3. **The system should check the availability and eligibility criteria for a course at run time and allow legitimate applications only where the course is available and eligibility criteria has been met.**
4. **The system should seamlessly integrate with the bank portal for online payment and validation of payments of application fees and/or other payments and purposes.**
5. A student should be able to take print out of submitted form and the application fee payment challan any number of times.
6. Until a student takes a printout of the form and/or challan he/she should be allowed to edit the form as many times as he/she likes (optional – if this feature is provided please mention the cost separately).

PHASE II – Payment Status

1. The student should be able to check their payment status within a stipulated time (e.g. 2 days after bank deposit) by logging into the system.
2. A payment status list must be generated.
3. Editing and Correction (including payment updation portal) to be provided.

PHASE III – Merit List Preparation and publication

1. The merit list will be prepared based on the criteria and course specific merit ranking formulae specified by the college without violating the University Norms



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2. Separate subject-wise/ stream-wise Merit lists for different categories to (General, SC, ST, OBC-A, OBC-B, PH, Transgender, etc.) to be prepared
3. The Merit Lists must be published on a particular date and time, as specified by the College.
4. All Merit lists to be provided as excel sheets in addition to online display in appropriate format specified by the college.

PHASE IV – Online Counselling

1. Access to the online counselling portal to be granted after password validation which is to be sent by prior SMS.
2. The counselling portal should automatically display the courses that a candidate has applied for and allow setting of preference against each course.
3. Bank A/c details of the candidate is to be received through this portal.
4. System should generate security deposit challan and statement of seat request upon successful completion of seat request through the portal
5. Allotment Lists to be generated according to algorithm specified by college after seat requesting through the online counselling portal is complete and security deposit payments have been validated through communication with the bank using appropriate channel.
6. Separate Allotment lists for different categories to (General, SC, ST, OBC-A, OBC-B, PH, Transgender, etc.) to be prepared
7. The Allotment Lists must be published on a particular date and time, as specified by the College.
8. All Allotment lists to be provided as excel sheets in addition to online display in appropriate format specified by the college.
9. Data should be made available to bank for refund of security deposit to unsuccessful candidates.

PHASE V – University Registration

1. The University registration form (in the format specified by the university) should be generated using admission data and made accessible to admitted candidates.
2. Additional data (like photograph, signature, etc.) if required should be sought through a separate portal.
3. Editing/corrections of some fields (that have not been used in eligibility or merit list generation) must be allowed through an online portal.
4. Soft copies must be provided in appropriate format as specified by the University.



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Note:

- The Company/ Agency/ Firm has to carry out the entire Installation Process etc including domain and hosting on their own
- Design, Development and Installation time should be mentioned clearly
- Adequate provisions for backup must be provided and mentioned in the offer
- The online admission website should be up and running for 24×7 and adequate bandwidth should be provided
- The online portals should be compatible with all popular browsers like Firefox/ Google Chrome/ Internet Explorer/ Opera etc
- The College should have an access to the submitted form details (form no, selection of course, student name, challan no) in xls/ cvs/ txt/ pdf format at all stages of the admission process
- The vendor must provide a backup of all the data submitted by the students (eligible and non-eligible, enlisted and non-enlisted) at the end of the session as well as during the process in xls/ cvs/ txt format
- Client list for experience is also required for selection
- PAN, VAT, Income-Tax documents are required
- Detailed breakup of all the phases mentioned above must be provided – IN PARTICULAR OFFERS MUST BE PRESENTED WITH & WITHOUT PROVISION FOR ONLINE COUNSELLING (PHASE IV)

However, the college authority reserves the right of accepting and rejecting any tender without assigning any specific reason.

PRINCIPAL