



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.
Asansol – 713340, Dist.- Burdwan, West Bengal
Phone No.: 0341-227 0456, FAX: 0341-227 1024,
Email: regknuasn@gmail.com, Website: www.knuedu.in

Ref. No. *KNU/R/N/329/16*

Date : *06.05.2016*

Sealed tenders (under Two-Bid System) are invited from technically sound agencies having adequate infrastructure and experience of handling online application processing and the entrance test process of various Universities/Government Bodies involving multiple subjects. The Agencies/ Company must have valid up to date I.T., VAT, Service Tax and Professional Tax clearance certificate and experience for at least two years. Tender document may be downloaded from the University website www.knuedu.in and the same after filling up must be submitted in a sealed envelope addressed to The Registrar, Kazi Nazrul University, Nazrul Road, Kalla More, P.O. – Kalla C. H. Asansol – 713340, Dist.-Burdwan, West Bengal.

Last date of receiving tender document either by hand or by post: 19.05.2016 up to 12:00 hrs.

For Scope of Work please refer Annexure-I of the Tender Documents. Bidders must comply the Terms and Conditions as mentioned in the Annexure-II of the Tender Documents.

Annexure-I

SCOPE OF WORK – Online Admission Management Application

Application Software Support:

Provide ONLINE application Software Modules with Payment Gateway and or Challan Based Fees receipt system at various branches of a specified bank. Provide Service Support/Training (as applicable) to the operational functions of the developed online admission management system to function smoothly.

Form fill up process

1. Admission module must be web-compatible and must support all popular browsers (Chrome, Firefox, IE) uniformly including earlier versions released three years ago.
2. The system must run from web site controlled by the agency with a link to the admission site from university homepage.
3. Field template will be based on the structure given by the authority with provision to add/delete/modify fields by the administrator of the system.
4. Size of the web-page should be less than 100 kb.
5. Some fields need to be supported by Drop down Menu, Check Box & pick-up list (with predefined values) for ease of data entry.
6. Some fields will be mandatory and some fields require appropriate validation check through scripts.
7. Each record / application form should be assigned a unique ID / control number after completion / saving of record.
8. System should allow applicants to download and print filled-up and submitted Application form at user end. Option should be there so that applicants can take print out of Duplicate Application Form and Bank challan through "PRINT DUPLICATE APPLICATION FORM AND BANK CHALLAN" button by using their Application ID No. And





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Password, if any, even after Form Submission.

9. Tracking of Application status after it's a submission/ acceptance.

10. Need to issue confirmation SMS and/or E-Mail to applicants confirming registration by quoting unique reference number.

11. Need to send application status through SMS and/or E-mail to applicants.

Online counselling process will be continued for 3 months or more. So application and support should remain up/active during this period

Selection Related:

Preparation of Merit List (On the basis of the criteria fixed by Kazi Nazrul University)

12. Sort the applications / records according to Subject/Discipline.

13. Prepare Checklist of Master Data of Application and Verify the Checklist.

14. Prepare the list of ineligible candidates giving reason of non-eligibility.

15. Publishing Merit lists on the University Website.

16. Help Desk Support: Answering to Email queries of applicants

Annexure-II

TERMS AND CONDITIONS

A. Eligibility Criteria :

The bidder must fulfill the following qualifying conditions:

1) The bidder shall have an office in Kolkata or Asansol or Burdwan District.

2) The bidder must have independently provided at least one assignment of managing online applications in the last 2 years be to a Government/ Government Undertaking/ Semi Government/ Public Sector Undertaking client/University/College.

3) The work will be done by the IT & ITeS agency at their own place.

4) The bidder should have minimum turnover of Rs. 10 Lakhs in each of the last three financial years. The bidder should be technically sound with adequate infrastructure and should have an established development office in Kolkata.

5) The short listed Bidder(s) are required to conduct a product demo for review. This stage would allow the evaluation team to review the proposed solution in a "near to real life" environment.

6) The bidder should have Articles of Association (in case of registered firms), by laws and Certificate of Registration (in case of registered co-operative societies), Partnership Deed (in case of partnership firm).

7) Bidder should provide copy of PAN card, Service Tax Registration, VAT details.

8) Should have a Current Valid Trade License (provide document)

9) The bidder should be able to provide end to end solution on specific matters pertaining to University admissions and also able to scale up the infrastructure dynamically, based on demand

10) Any of the eligibility conditions can be relaxed at the discretion of the University.

11) Web Hosting services should be ensured for 24 x 7 availability in a highly data secured Environment. The site should be hosted on a secured server, i.e. free from hacking and virus. Website needs to be security audited.





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12) The server should be connected with adequate bandwidth so that large numbers of applicants who wish to apply online do not face the problem of slow response. The concurrency of the online access should be high enough and should support at least 200 simultaneous form fill up with at least 10,000 concurrent accesses.

13) The selected vendor will be required to launch the website of trial run at least 7 days before the Final online mode.

14) No vender logo or advertisements are allowed on the portal.

15) Quotation for part of the job will not be entertained.

16) Mere fulfillment of minimum eligibility criterion does not guarantee qualification of a bidder technical evaluation.

B:1. The contract shall be item wise. Corrections, if any, shall be made by crossing out accompanied with initial of the bidder and re writing.

2. All duties, taxes and other levies payable by the bidder under the contract shall be included in the total price but should be indicated separately in the price bid.

3. The rate must be quoted in INR and such rate shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

4. Bid should be submitted into two envelopes, one for Technical Bid (in the format placed as Annexure-I) and another for Price Bid (Annexure-II).

Earnest Money Deposit: Earnest Money of Rs. 5,000/- in form of Demand Draft drawn in favour of "Kazi Nazrul University" payable at Asansol having service branch at Asansol or in the mode of Bank Guarantee on any Nationalised Bank in one envelope super-scribing "Earnest MoneyDeposit". Such DD/Bank Guarantee must be enclosed with the Technical Bid. Earnest Money will be refunded after successful completion of the work in normal case without any accrued interest. University may forfeit the Earnest Money in the event of the following circumstances:

i. Bidder withdraws the bid before expiry of its validity.

ii. Successful bidder does not accept the order or fails to enter into a contract within validity period of offer.

iii. Successful bidder fails to perform the work within the scheduled time as specified in the Work Order

iv. The quality of the work becomes inferior to the quality as stated in the Tender Document duly confirmed by the bidder in the submitted bid document.

v. If during the process of the work, the IT system breaks down or does not function satisfactorily due to a cause for which University authority is not responsible

vi. In case of any false submission /statement by the bidder

vii. In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions

6. Evaluation of Quotation: The University will evaluate and compare the quotations determined to be substantially responsive stage wise. First the Technical Bid will be evaluated and thereafter the Price Bid from qualified bidders will be evaluated for selection of vendor. Thus, Price is not the sole consideration for selection of vendor.

7. Award of Contract: The University will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. The





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University reserves the right to reject any or all the tenders, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid. Place of delivery: Office of the Registrar, Kazi Nazrul University, Nazrul Road, Kalla More, P.O. – Kalla C. H. Asansol – 713340, Dist.- Burdwan, West Bengal.

8. In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Jurisdiction of Hon'ble High Court, Calcutta only.

9. The tender documents shall be addressed and submitted to: The Registrar, Kazi Nazrul University, Nazrul Road, Kalla More, P.O. – Kalla C. H. Asansol – 713340, Dist.- Burdwan, West Bengal

10. Last date of receiving tender document: 19.05.2016 (up to 12:00 hrs.). Tender will open in presence of willing bidders on 20.05.2016 at 13: 00 hrs .

11. No Tender Document will be received by the department after the above date irrespective of the mode of submission of tender document.

12. Bidder must sign on every pages of the tender document along with the seal.

13. Quotation must be submitted through official pad of the bidder duly signed with seal and contact numbers of the respective person of the bidder concern.

14. University reserves the right for relaxation of any clause under 'Terms & Conditions' for selection of suitable vendor.

I hereby undertake that I do agree the above Terms and Conditions as stated herein above to the best of my knowledge, belief and ability. In case of any deviation from such agreement made by me or caused due to the fault on my part, I will be bound to accept the decision as framed out by the University at that time.

Signature of the Bidder (with date and seal)





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Annexure-I

TECHNICAL BID

1. a) Name of the Agency
- b) Name of the contact person with details & Mobile Numbers

2. Full Address
 - i) Head Office
 - ii) Local Office if any

3. Telegraphic/e-mail Address
4. Telephone Number (s) / Fax No.
5. Date of establishment of the Agency
6. Status of Agency: (Proprietorship/ Partnership / Company etc.)
Attach Copy of Certificate of Registration / incorporation.
7. Details of manpower of your agency related to this type of work:
8. Credential Details –[Mention Yes/NO, if Yes, specific documents be submitted on the following cases]
 - a. Experience in handling: Entrance Examination including hosting online application form
 - b. Maximum number of applicants handled in one single examination
 - c. Experience of End to End processDetails of Infrastructure
 - d. Server capacity to handle more than 20,000 applications processing – provide details
 - e. Place of Hosting and method (cloud/server)
 - f. Database details
 - g. Size of bandwidth availability
 - h. High bandwidth availability
 - i. High Concurrency availability
 - k. Data backup facility
 - l. Disaster management facility
 - m. Cyber security details
 - n. Help Desk facilities (email/telephone/SMS, answering to Email queries of applicants)
 - p., Experience in Online Payment GatewaySoftware Availability –
 - q. To host the online application capabilities YES/NO
9. Proof (in terms of testimonials from the organization) indicating that the bidder has executed at least one assignment of managing online application and one assignment of scanning, processing & evaluation of OMR answer sheet, with number of applicants for each assignment (attach proof of successful execution of contract work also)
10. Past two years' Turn Over (in Lakhs) (Copies of the IT returns filed by the company/audited balance sheets during the past three financial years be attached)
11. Sales Tax No./VAT/TT No.\ (attach copy of certificate along with VAT return for last three





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quarters)

12. Service Tax registration number (attach copy of certificate along with return of last three quarters)

13. TAN/PAN number (attach copy of certificate)

14. Bank Details

15. Details of Time likely to be taken for the completion of work (time proposed to be taken in reaching various stages be indicated detailing prerequisites from the University in achieving the time schedule)

Note: Document in support of all above point must be submitted as enclosure along with the technical bid.

Undertakings:

1. I/We have read the terms and conditions governing this work of the University and hereby agree to abide by them.

2. The Agency/Consortium (or any of its members) has neither been blacklisted by any Central or State Government organization in the last three years nor there is any litigation pending with any of these departments or Court of Law.

3. The information provided by us above regarding the details of firms is correct and nothing has been concealed. In case any information is found by the Inspection Team of your office to be incorrect, our bids may be summarily rejected.

Name & Signature of the authorized signatory with seal of the firm

Annexure-II

Financial Bid

	Price inclusive of all taxes(Rs)
Online Application Software Modules	
Providing service support during the course of Admission - Mention detailed items	
Help Desk Support - Mention detailed items	
Others if any	
total	

I. (Kabrakash) 02/05/2016

Registrar (Addl. Charge)
Registrar (Addl. Charge)
Kazi Nazrul University
Asansol - 713340 (W.B.)

