



# جامعة عليا Aliah University

(A UGC & AICTE approved autonomous Institution under the Dept of MA&ME, GoWB)  
IIA/27, New Town, Rajarhat, Kolkata – 700 160, West Bengal

Web: [www.aliah.ac.in](http://www.aliah.ac.in)

## **NOTICE INVITING TENDER**

Ref No **099/AU/REG/NIT/18-19**

Date: 14/02/2019

**Sub: Sealed Tenders are invited from the bonafide and resourceful Service Providers for developing a portal for online management process for Aliah University Admission Test (AUAT 2019) including e-Counselling for admission to various UG & PG Programmes (around 50 Courses) of Aliah University.**

Aliah University, Kolkata a Premier Educational Institute under the Dept of MA&ME, GoWB, invites **Sealed Tenders are invited from the bonafide and resourceful Service Providers for developing a portal for online management process for Aliah University Admission Test (AUAT 2019) including e-Counselling for admission to various UG & PG Programmes (around 50 Courses) of Aliah University.** The tentative quantity of the required items along with technical configuration of each items are mentioned at Annexure separately. Aliah University is looking for interested bidders who have experience in supplying of above type of materials. NIT document will be downloaded from Website of Aliah University, <http://www.aliah.ac.in>. Tender must be submitted on or before **26/02/2019 at 02 P.M** at the Office of the Registrar, Aliah University, IIA/27, New Town, Kolkata- 700160, West Bengal, India by Speed-post/registered Post/by hand. Incomplete applications or applications received after the last date of submission will not be considered. **The sealed envelope must be with super scribing the Name, e-mail, Contact No. of Tenderer, NIT Reference Number and Purpose of NIT.** Interested bidders are requested to provide **their Quotes following the format in Annexure- II** in their official letter heads along with signed **Compliance Statement and Price Bid (Annexure- III)**. They must read and accept Terms and **Conditions and scope of work** of this NIT as per **Annexure- I**. For any information in this regard please visit Dept of Mechanical Engg, Aliah University, New Town Campus. Information may also seek from the following e-mails to [registrar@aliah.ac.in](mailto:registrar@aliah.ac.in); [storeandpurchase.au@gmail.com](mailto:storeandpurchase.au@gmail.com) and the emails will be forwarded to the respective Department will be forwarded to the respective Department

Sl.	Schedule	Date & Time
1	Date of uploading of NIT (Publishing Date) at Aliah University Website	<b>18/02/2019 at 02 P.M</b>
2	Bid submission start date	<b>18/02/2019 at 02 P.M</b>
3	Bid Submission closing	<b>26/02/2019 at 02 P.M</b>
4	Techno Commercial Bid opening date O/o The <b>Registrar, IIA/27, New Town, Rajarhat, Kolkata – 700 160. (The Bid Opening date and time is tentative and could be open on availability of Concerned Committee Members)</b>	<b>26/02/2019 at 03 P.M Onwards</b>

**Sd/-  
Registrar**

### **ANNEXURE I: GENERAL TERMS & CONDITIONS**

- **Service To Be Done** at **AUAT Section, Aliah University New Town Campus, IIA/27, New Town, Kolkata – 700 160, West Bengal** within 21 working days of issuing work order.
- **Eligibility:**

Technically sound agencies having adequate infrastructure and experience of handling work of similar nature i.e. online application processing and entrance examination process of various Universities/ Colleges/ Government Bodies involving multiple subjects and online declaration of results are eligible for this tender.

**The bidder must fulfill the following criteria.**

1. The bidder should have a minimum turnover of Rs. 25 Lakhs in each or on average during the last 3 financial years viz. 2015-16, 16-17, 17-18.
2. The bidder must have successfully handled

- a. at least one assignment of managing online applications of 100000, OR
  - b. online admission process of an University for at least two successive years, OR
  - c. online admission process of minimum five govt./ govt. aided colleges and at least one instance of satisfactory performance of the job during two successive years.
3. The bidder should furnish work order/ job completion certificate in favour of their claims for successful handling of such job(s).
  4. The bidder should be technically sound with adequate infrastructure and should have disaster management capabilities.
  5. The bidder must have a valid Trade License, PAN, GST/ VAT/ Sales Tax/Service Tax registration number.
  6. The bidder should have a registered office in West Bengal with proper infrastructure, facilities, confidential data centre and experienced manpower. Also, the bidder must have an operational set up in Kolkata to execute the entire job.
  7. Mere fulfillment of minimum eligibility criterion does not guarantee qualification of a bidder in technical evaluation.
  8. Any of the eligibility conditions can be relaxed at the discretion of Aliah University.

### **Scope of Work:**

#### **1. Development of AUAT 2019 Portal and integration with Aliah University Website:**

- 1.1. Hosting of application management system and associated database on a fast, fault tolerant, fail over, reliable and globally accessible server connected through high bandwidth. Link is to be provided on Aliah University website.
- 1.2. Domain name registration.
- 1.3. Mirroring of database to a specified Aliah University server.
- 1.4. Hosting Information Bulletin(s) on the portal in pdf format.

#### **2. Online Submission of Application Forms:**

- 2.1. Design online form with fields to be specified by Aliah University.
- 2.2. Registration by the candidate through valid mobile number and email. Application window will remain active at different time periods for different courses/ programmes as specified in the Information Bulletin(s).
- 2.3. Confirmation of registration number and password sent through SMS and email to candidates. Reset of password/ recovery of registration number through SMS and email.
- 2.4. Help pop-ups and required prescribed validations for each field including eligibility conditions/ date of test for various courses. Eligibility conditions include percentage of marks in qualifying examination and age limit.
- 2.5. Uploading of data, scanned documents (Specified certificates to check eligibility), colour photo and signature by the candidate. Acceptance of images only in proper size and resolution is to be ensured. For applicants with qualifying examination result awaited to be allowed to upload that particular data and scanned certificate/ grade card at a later duration as specified by Aliah University.
- 2.6. Integration with designated payment gateways as specified by Aliah University.
- 2.7. Scope for different application fee for different category of applicants to be available.
- 2.8. Display of final shape of form (with entries/ other static essentials prescribed by Aliah University) to candidate before final confirmation of entries and submission of forms. Features to accept forms complete in all respects and after successful payment are to be provided.
- 2.9. Print/ download facility (browser independent) of complete form in pdf format with auto generated form number to be available to the candidate only after successful payment and a copy to be sent to the email address simultaneously.
- 2.10. To provide telephone and email help desk for answering queries of applicants regarding online registration process.

#### **3. Processing of Database:**

- 3.1. Daily course wise list of applications who have applied successfully is to be provided.
- 3.2. Regular display of Application status to candidates through login facility.
- 3.3. Generation of roll number as per scheme provided by Aliah University.
- 3.4. Test Centre management module having required flexibility as specified by Aliah University.

#### **4. Admit Card and Verification Roll Generation:**

- 4.1. Test centre allocation to the candidates as per instructions of Aliah University.
- 4.2. Preparation of admit card with photo and signature in grey scale as per prescribed format.
- 4.3. Availability of Admit cards for download.
- 4.4. Dispatch of admit card to the candidates email address along with SMS alert.

## 5. Result Processing and Rank Card Generation:

- 5.1. Based on percentage of marks in qualifying examination, results of admission test and absentee list provided by Aliah University, category wise rank list is to be prepared for each of the courses.
- 5.2. No rank will be given to a candidate with qualifying examination result awaited who fails to secure minimum percentage of marks in the qualifying examination.
- 5.3. Results will be published on the portal and individual rank card for each of the successful applicants appeared in different admission tests should be available for download during specified period.

## 6. Registration for e-Counselling:

- 6.1. Candidates having a rank, in any of the tests for which he/ she appeared, will be allowed to register for e-Counselling by paying a fee.
- 6.2. Candidates registered for e-Counselling can fill the choice from the list of available programs based on the test papers they have qualified during a period specified by Aliah University.

## 7. Seat Allotment and Online Admission:

- 7.1. Seat allotment will be done on the basis of category wise available seats in a programme/ course (provided by Aliah University), choice preference given by the candidates, his category and rank in the entrance examination. Allotment lists are to be published in the portal.
- 7.2. A candidate being allotted a seat would be able to pay online the requisite admission fee and an intimation regarding verification of documents, place and date of verification has to be generated and be available for download.
- 7.3. The allotment and admission fee payment process can be repeated multiple times, minimum three rounds. An admin interface will have to be provided to Aliah University for recording the candidates accepting the offered seats after each round.
- 7.4. Candidates not accepting the offered seats, within the stipulated time, will not be considered for further rounds.
- 7.5. Candidates accepting an offered seat by paying the admission fee will be allowed to opt to participate in further rounds of allotment for a seat in a programme with his/ her higher choices until he/ she has not been able to secure a seat of his/ her first choice.

**8. Backups:** Retention and provision of database to Aliah University (in MS Access/ MS Excel format) to be provided for generating different types of statistical reports and graphs for future use.

• **Partial quotations are not allowed for this tender i.e. bidder should quote all item. For overall item lowest bidder (L1) will be selected.**

- All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
- Any dispute arising out of this contract shall be referred to the Registrar, Aliah University, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Vice-Chancellor of the University. The decision of such Arbitrator shall be final and binding on both the parties.
- Payment Condition:-The prices shall be inclusive of all taxes & levies including GST and other statutory duties as applicable. Rate of taxes should be indicated separately in the Price Bid. Contract Price specified in Price Bid should be based on the taxes & duties and charges prevailing at the date one day prior to the last date of Bid submission. Statutory deduction, wherever applicable, shall be made from invoice as per government rules. Necessary certificate will be issued for such deductions. Bidder submitting a bid shall produce valid statutory documents / certificates with respect to GST, Income Tax, ROC, Prof. Tax, Trade Licence, etc. All such documents / certificates shall remain valid on the last date of tender submission. GST component of the invoice of the bidder may be kept on hold in case there is any mismatch / irregularity in GST return filling on the part of the bidder. 100% payment will be released after receiving of items in good order and condition and installation (if any) duly certified by the concern authority and immediately on receipt of fund from the Govt. Department (within 60 days from the submission of bills). Successful vendor should arrange to submit a performance security deposit in form of Performance Bank Guarantee to the tune of 10% amount of the total purchase value at the time of submitting the bill. This performance security deposit should be issued from any Nationalized Bank and validity of the same will be till 1 year or warranty period +60 days whichever is higher from the date of delivery of the material. The payment will be made by RTGS / FUND Transfer mode only. Advance payment not allowed. Hence, following information must be clearly written in the Price Bid for RTGS / FUND TRANSFER:;

- A. Name of the Firm with complete postal address
- B. Name of the Bank with Branch where the Account exist
- C. IFSC CODE
- D. ACCOUNT No

- E. PAN No
- The Tenders are liable to be rejected if the fore going conditions are not complied with. The bid should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
- The products asked for should be of very high standard and preferably reputed brand and/or with **B.I.S/I.S.I** code.
- All bidders must submit all Technical Documents as per Annexure II otherwise their bid may be cancelled.

**Annexure II : Technical Bid Application Format**  
**(Please attach all relevant documents)**

To, The Registrar  
Aliah University  
IIA/27, New Town,  
Kolkata-700 160

**Sub: Application for Sealed Tenders are invited from the bonafide and resourceful Service Providers for developing a portal for online management process for Aliah University Admission Test (AUAT 2019) including e-Counselling for admission to various UG & PG Programmes (around 50 Courses) of Aliah University.**

Ref: - \_\_\_\_\_N.I.T. No .....dated .....

Sir,

1. ABOUT THE ORGANIZATION	
1.1	Name of the Organization
1.2	Name of Authorized Person
1.3	Registered Office Address with telephone no. & email address
1.4	Authorized Service Station Name, address, contact person name, phone number, e-mail

**ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID**

Sl	Item Description For any enquiry/ clarification /Detailed Scope of Work bidders are requested to visit/Contact the site AUAT, Aliah University New Town Campus, IIA/27, New Town, Kolkata -700160	QTY and UNIT in pieces	Compliance to Tender specification whether YES/ NO	BASIC RATE (Unit Price X Unit)	GST in Amount and in %	TOTAL AMOUNT With Taxes Altogether
1	Developing a portal for online management process for Aliah University Admission Test (AUAT 2019) including e-Counselling for admission to various UG & PG Programmes (around 50 Courses) of Aliah University  <b>Scope of Work as Per Annexure -I</b>	01				
<b>Total Amount in Rupees</b>						
<b>Total Amount in Word</b>						

**DECLARATION**

I, Sri/Smt. .... The Managing Director/Proprietor (etc.) of the Firm.,..... (Name of the firm) At (address)..... do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to provide any goods/services/work to any Educational Institutions/Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law or blacklisted/debarred/banned to provide similar items to the Educational Institutions / Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States ( If any case is pending, state the details ).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.
5. I/We agree to supply the above goods/equipment/products in accordance with the technical specifications for a total contract price of Rs..... (Amount in figures) (Rupees .....amount in words) within the period specified in the invitation for Quotation. We confirm that the normal commercial warranty/guarantee of mentioned in this Quotation shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the invitation letter. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. Certify that all above information are correct to the best of my/our information, knowledge and belief.

**Signature of the Bidder**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Seal**

**Date** \_\_\_\_\_

**Ref. No: 099/AU/REG/NIT/18-19**

**Dated:** 14/02/2019

Copy to:

1. **Chairman, AUAT, Aliah University**
2. **Notice Board at Aliah University**
3. **Website: [www.aliah.ac.in](http://www.aliah.ac.in)**
4. **One Bengali News paper**
5. **Guard File**

**Sd/-**  
**Registrar**