DIAMOND HARBOUR WOMEN'S UNIVERSITY

Sarisha, Diamond Harbour Road, South 24 Parganas, 743368
Phone : 03174-245801/245802   Website : www.dhwu.ac.in

Ref. No. DHWU/REG/222/2023   **Date: 25-07-2023**

Quotation / Tender for Online Admission Software and relatedworks for M.A. / M.Sc Courses for AY: 2023-2024

Sealed Tenders are invited from bonafide organizations/Companies/Agencies / Firms / Proprietor for **Conducting On Line Admission and related works for** the M.A. / M.Sc Courses in 2023-2024 session (**Software System**) in Diamond Harbour Women's University. Interested concerns may send their tenders in the given format. Online Payment system in the IDBI Bank should be incorporated in the systems and software.

➢ Last date of submission of the Tenders in the University Office:

07.08.2023 upto 4.00 p.m.

➢ Date and time of opening the Tenders: **08.08.2023 at 2.00 p.m.**

➢ Tender will only be accepted in the University Office on all working days from **11 a.m. to 3 p.m.** and in holiday you can drop the sealed envelope in the designated tender box.
➢ The companies have to follow **G. O. No. 439-Edn(CS) dated 13-07-2023**.
➢ **Scope of the work:**
1. Online Admission form for the students and Data capture including submission.
2. Online Challan Generation, Payment Data caption through a Nationalized Bank (or IDBI Bank).
3. Acknowledgement printing.
4. Applicant login facility using mobile no, DOB etc.
5. Subject wise, reservation wise merit.
6. Time scheduled for each work will be specified by the Admission Committee and the same will have to be adhered to strictly.
7. Online admission data must be transferred and uploaded in the existing University Website.
8. Fees will be collected through ATM/Debit card/Credit card/NEFT/E-wallet in the IDBI Bank.
9. Bidder should provide a backup of all data submitted by the student (eligible, ineligible, enlisted, non-enlisted etc.) to the University in the XLS format.
10. The admission process is purely online system which includes i) Candidate registration ii) application for courses iii) verification and approval iv) merit list generation v) online admission vi) submission of admission feeand acknowledgement printing vii) SMS alert to the candidates.
11. Details will be discussed on the date of demonstration.
12. Provision of 24 x 7 helpline at the time of application and admission.

➢   **Terms and Conditions:**
1. There is no provision for making advance payment to the Company/suppliers/Vendors. Payment will be made to the vendor after completion the work/admission process.
2. The GST or any other duty, if not quoted properly, the bid can be cancelled.
3. Copies of the valid PAN, Registration Certificate for GST, Trade License will be submitted along with the quotation.
4. The bidders are required to submit their client list along with their quotation.
5. Minimum 5 years experiences for Online Admission in Government aided Colleges/Universities is required.

6. Bidder shall abide by all the requirements/obligations under the law in force from time to time (for example- Labour Laws, GST, Income Tax etc.)
7. If any problem arises during the admission process for the faulty software, the bidder will be penalized. The amount of penalty will be decided by the committee formed by the competent authority, Diamond Harbour Women's University.
8. During application the eligibility criteria as per requirement of the University to be verified before registering for application.
9. Preparation of Merit list for GEN, OBC-A, OBC-B, EWS, ST, SC, PwD for each subject. Merit list willbe required for 1st, 2nd and 3rd Phase of admission.
10. Completion of admission process should be done by the concerned Companies/Agencies.
11. Date of demonstration: 10.08.2023 at 12 noon (all the bidders have to make a demonstration in the University).

Quotations with seal to be submitted in the letter head of Bidder in the following format.

1	Name of the concern/Organization:			
2	Experience in no of year for Online admission in Government aided Colleges/Universities :			
3	Name of the Proprietor/Authorized contact person:			
4	Full address for communication :			
5	Mobile number :			
6	E-mail id :			
7	GST No :			
8	PAN No :			
		Rate	GST	Total Amount
9	Rate per Student in Rs. for successful application :(Expected 5000 applications approx.)			
10	Rate per student in Rs. for admission.			

Registrar