



WEST BENGAL STATE UNIVERSITY

Berunanpukuria, Malikapur Barasat

24 Parganas (North), Kolkata - 700 126

Phone : (033) 2524 1975 / 1976 / 1978 / 1979 Fax : (033) 2524 1977

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Ref. No: WBSU/Reg/Quotation/Online/Registration/3366/16-17 Date: 30/06/2016

Notice Inviting Quotation for Online Registration for the Academic Session 2016-2017

The University intends to invite rates through sealed quotations for hiring the services of interested firms/agencies carrying out similar types of works in the following areas –

PART - A

1. Registration of Domain space and hosting (Development of web portal)
2. Designing of Online Registration Form (Under Graduate, Post Graduate, B.Ed./M.Ed./B.P.Ed./M.P.Ed./Special B.Ed. Course) for the students , including submission and 24 x 7 helpline
3. Online Challan generation, payment data capture through a nationalized bank(or State Bank e-collect)
4. Printing of the registration details with security features as per format to be provided by the University.

PART - B

5. Printing of Registration certificates/cards with at least 3 security features in the format/structure to be provided by the University.

The bidders should also consider the following before submitting the quotations -

- 1) The Company/Agency/ Firm has to carry out the entire installation, operation, maintenance process etc including domain registration and hosting on their own.
- 2) Design, Development and Installation time should be mentioned clearly.
- 3) The online admission web portal should be up and running for 24x7 and adequate bandwidth should be provide for smooth, accurate operation
- 4) The online form for submission should be compatible with all popular browsers like Firefox/ Google Chrome/ Internet Explorer/ Opera etc.
- 5) The University should have access to the submitted form details in xls/ cvs/ txt/ pdf format at any point of time during the admission process.
- 6) The vendor has to provide a backup of all the data submitted by the students for registration at the end of the data entry work to the University in xls/ cvs/ txt format as desired by the University.
- 7) Client list for carrying out such type of work of the vendor is a criteria for getting selected for which necessary documents to be submitted along with the quotation.
- 8) PAN, VAT, Income-Tax documents, Registration and other commercial details to be enclosed with the quotation.
- 9) **The rates will have to be quoted on per student basis for PART A and PART B separately and the finally accepted price should be firm and fixed for one year. The total number of students to apply for registration will be around 55,000-60,000.**
- 10) Price negotiation may be carried out with the technically suitable vendor/vendors by the University depending on the requirement



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- 11) Time Schedule for each work specified by the Admission Committee will have to be adhered to strictly. The entire system for registration should be uploaded in the web and ready within two weeks for registration from the date of issue of final work order.
- 12) All technicalities and modalities of bank operations are to be carried by the vendor in consultation with WBSU.
- 13) Payment will be made only on successful completion of the work in all respect.
- 14) Penalty of 25% will be imposed, if any shortcomings are detected by the University and the University reputation is any way tarnished.
- 15) The interested vendors may contact the undersigned for any query/clarification before the submission of the bids.
- 16) The interested vendors will have to visit the Registration section, WBSU on working days between 12.00 Noon to 4.00 P.M. for obtaining the format, information and other details pertaining to the system developed.


The rates quoted should be inclusive of all the taxes and duties as applicable as per Govt. Rules but excluding Service Tax. Service Tax will be paid extra if applicable, on submission of documentary evidence. An earnest money of Rs.10,000/- (Rupees Ten Thousand Only) in the shape of Bank Draft in favour of West Bengal State University, payable at Kolkata have to be enclosed with the quotation. Incomplete, conditional or those received without EMD and after due date & time shall be summarily rejected. The quotations in sealed cover superscribed "QUOTATION FOR ONLINE REGISTRATION, 2016-17, WBSU" along with Reference no., date, may be submitted in the Office of the Registrar on or before 11/07/2016 upto 2.00 p.m positively and will be opened by the committee at 3:00 p.m. in the University office on 11.07.2016. The University reserves the right to cancel any or all tenders without assigning any reason there-of. The University reserves the right to award the work to any party on part basis or in full. The EMD of successful/unsuccessful vendors shall be returned without interest after the completion of the entire tendering process. The details documents of the notice inviting quotation will have to be downloaded from the WBSU website www.wbsubregistration.org. The rates will be valid for a period of one year and liable to be extended upto two years or more subject to satisfactory work and mutual agreement.

Address for communication: REGISTRAR(Officiating), WEST BENGAL STATE UNIVERSITY, BERUNANPUKURIA, MALIKAPUR, BARASAT, DIST - 24 PARGANAS(NORTH), KOLKATA - 700126, WEST BENGAL

Copy for information and necessary action:

- 1) The V.C.'s Secretariat, WBSU
- 2) The Finance Officer, WBSU
- 3) The Deputy Registrar, WBSU
- 4) The OSD-A, WBSU
- 5) The Registration Section, WBSU
- 6) The Registrar's Department, Guard File, WBSU


Registrar(Officiating), WBSU
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