



Government of West Bengal

OFFICE OF THE PRINCIPAL :: TAKI GOVERNMENT COLLEGE
P.O. Taki, North 24 Parganas, Taki-743429, West Bengal
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REF: 206(i)/TG-07

DATE: 23.07.2025

NOTICE INVITING TENDER


The Office of the Principal of Taki Government College invites sealed proposals, for products and services as a **Single Package**, from reputed and technically sound agencies having adequate infrastructure and experience of handling confidential work, for **Online Application submission, Merit List Generation, Roll Number Generation and other related functions involving multiple subjects**, regarding Admission to PG Courses in the 2025-26 academic session. The same is to be submitted at the College Office **within the Office hours of 07.08.2025.**

The sealed tender under Two Bid system are to be submitted separately for Technical Bid and Financial Bid in a sealed cover super-scribing **“Tender for Online Admission of PG Courses of Taki Govt. College for the Session-2025-26”**. The short-listed agencies may be required to make a presentation to prove their processing capabilities as part of the Technical bid. Financial bid of such bidders who qualify in technical evaluation will be opened on **11.08.2025** at 1.30 pm. **The admission process will start from 15.08.2025 (Tentatively).**

1. SCOPE OF WORK :

A. Development of Online Admission Portal and Designing of application form:

1. Hosting of application management system and associated database on a fast, fault tolerant, reliable and globally accessible server connected through high bandwidth.
2. Domain name registration.
3. Mirroring of database to a specified Taki Government College server.
4. Hosting and updating Information Bulletin(s) on the portal in pdf format.
5. Design online form with fields to be specified by the College Authority. Link is to be provided on College website as well.
6. Help pop-ups and required/prescribed validations for each field including eligibility conditions and number of seats for subjects and across different categories.


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7. Display of applicable fees for any course as per category and as per rules.
8. Display of final shape of form (with entries/other static essentials as prescribed by the College) to candidate before final confirmation of entries and submission of forms.
9. Print facility (browser independent) of Challan in pdf format with auto generated Unique ID number to be available to the candidate immediately after acceptance for submission.

B. Processing of database:

10. Daily course wise list of applicants who have applied successfully is to be provided.
11. Regular update of Application status to candidates via SMS alert.
12. Data correction as advised by the College, and preparation of error free data.
13. Generation of merit lists viz. course wise, overall and category wise (i.e. General/ SC/ ST/ OBC/ EWS/PH/etc.).
14. Providing student data (in MS-Excel format) as per the College norms to different Departments for verification.
15. Providing interface to the Faculties/Departments for conducting counseling (date/time/venue of counseling, category-wise cutoff merit for a counseling schedule etc.). The design of the interface shall be in accordance with the instructions of College.
16. Retention and provision of data base to the College (in MS-Excel format) for generating different types of statistical reports and graphs for future use.

2. GENERAL INSTRUCTIONS:


1. Works indicated above are only illustrative and any work(s) not mentioned in the above scope of work but is/are essential for execution of Online Admission will be treated as part of the above scope of work and the selected vendor will be required to execute such jobs without any additional financial liabilities for the College.
2. Ownership of the database generated as a result shall rest solely with the College.
3. The College Authority reserves the right to assess the performance of the bidder prior to commencement or in between the work progress. The assessment may cover all areas related to the assigned work order, especially methodology, manpower, infrastructure etc. Dissatisfied on said grounds, the College reserves the right to cancel the work order assigned to the selected vendor at any time without assigning any reason for the same.

In such eventuality the vendor shall not be eligible for any payment/damages from the College.

4. The selected vendor shall indemnify the College against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied/used software/hardware/manpower etc. and related services or any part thereof.
5. The Vendor shall not outsource the works assigned to any other agency. This will attract forfeiture of Performance Guarantee and cancellation of work order.
6. **Selection of agency will be made on the basis of quoted rate (in INR) only.** No enhancement of rate is admissible during the contract period.
7. No additional allowance charges will be entertained for the persons engaged for implementation. Any additional cost not mentioned in the tender will be borne by bidder.
8. Incomplete and/or Conditional Bids will be summarily rejected without assigning any reasons thereof. In case of any dispute, the decision of the Office of the Principal, Taki Government College shall be final and binding on the bidders.
9. Vendors shall be entirely responsible for all taxes, duties, and license fees etc., incurred until completion of the contracted Services.
10. Payment of bills will be made after successful completion of requisite services within a reasonable time-frame and for continuing necessary support services on a given deadline.

3. THE ELIGIBILITY CRITERIA ARE GIVEN BELOW: -

- a. Vendors must have extensive experience and expertise in the mentioned scope of work and other associated work, including customization, in at least THREE reputed educational institutions of higher education in India with a minimum 03 (THREE) years of such working relationship.
- b. Copy of form of Income Tax return for the last three financial year, GST Registration certificate, PAN No., Current Trade license, Govt. of West Bengal, other related licenses and registration certificates, if any, other credentials need to be submitted.
- c. The tender bid will be outrightly rejected if it comes to the notice of the tender inviting authority during scrutiny that the credential or any other paper of a bidder is false or have been fabricated etc.
- d. The undersigned reserves the right of accepting or canceling the tender without assigning any reason.


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4. STATUTORY DOCUMENTS:

Technical Folder:

Sl No.	Category	Sub-category	Sub-category Description
1.	Certificates	Certificates	PAN Card of the Bidder 1. GST Registration Certificate
2.	Company/ Firm Details	Company Details	1. Latest Trade License.
3.	Credential	Credential 1	Copy of the work order for having experience in similar nature of work in at least THREE reputed educational institutions.

Financial Folder :

Sl No.	Services to be provided	Rate (in INR)	Taxes (in %)	Total Amount
1.	Online Application submission, Merit List Generation, Roll Number Generation and other related functions involving multiple subjects for PG Courses of Taki Government College for 2025-26 Academic Session.			
	AMC (if applicable) (in % and in INR)			

5. DISPOSAL OF DISPUTES:

In case of any dispute, the College's decision will be treated as final and conclusive. All legal issues are subject to Kolkata jurisdiction only.

6. DISCRETION OF THE COLLEGE:

- College may take decision about non-hiring of the said services even after selection of vendor due to fund constraints, change in Government policy etc.

- b. College may seek documents from the bidder in addition to the documents sent by them at the time of submitting technical bid for verification and evaluation of tender.
- c. College reserves the right to relax any clause as stated hereinabove for selection of responsive vendor.

7. DATE AND TIME SCHEDULE OF THE TENDER:

Sl. no.	Particulars	Date & Time
1.	Start of Submission of Bid at College Office	From 23-07-2025
2.	End of Submission of Bid at College Office	07-08-2025, Till 1.30 PM
3.	Financial Bid opening date at the College	11-08-2025 at 1:30 PM
4.	System to be made LIVE by selected vendor	From 15.08.2025 (Tentatively)


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