RAIGANJ UNIVERSITY
OFFICE OF THE REGISTRAR

P.O. RAIGANJ, DIST. UTTAR DINAJPUR
WEST BENGAL PIN – 733134, INDIA

NOTICE INVITING E-TENDER (NIET) FOR VARIOUS SUPPLY AND INSTALLATION OF VARIOUS SOFTWARE MODULES

1. SOFTWARE MODLUES FOR STUDENTS' LIFE CYCLE (REFER TO THE SCOPE OF WORK MARKED AS 'ANNEXURE-A')

2. SOFTWARE REGARDING ADMINISTRATIVE WORK (REFER TO THE SCOPE OF WORK MARKED AS 'ANNEXURE-A(i)'

3. WEBSITE DEVELOPMENT AND MOBILE APPLICATION (REFER TO THE SCOPE OF WORK MARKED AS 'ANNEXURE-A(ii)'

TENDER REFERENCE NO: R/NIFT/ERP-2025 (2nd Call)

DATE: 04/09/2025

Raiganj University invites online bids from eligible vendor to develop & install a ERP software at Raiganj University which will have comprehensive software modules for students Admission, Registration, Migration, CBCS/NEP subject selection etc. , The Examination System apart from that Leave Management, Student ID Card preparation, Recruitment Result Publication, Preparation of Reports for UGC, HED, NAAC, AICTE etc and The Website Designing with Mobile Application. Scope of Work are mentioned in Annexure-A, Annexure-(i) and Annexure(ii)

The tender documents, along with the complete terms and conditions, are available on the Raiganj University website: www.raiganjuniversity.ac.in and on the Government e-tender portal: www.wbtenders.gov.in. These documents should be read carefully before submission.

The detailed scope of work is provided in Annexure-A, A(i) and A(ii).

A. **PARTICIPATION FEES: Rupees 5000/- (Non-Refundable)**

B. **PERFORMANC SECURITY: 10% of quoted amount (Refundable)**

BANK DETAILS: (to submit the participation fees)
ACCOUNT TITLE: RAIGANJ UNIVERSITY
ACCOUNT NUMBER: 34901673834
BANK NAME: STATE BANK OF INDIA
IFSC CODE: SBIN0000162
MICR CODE: 733002202
AMOUNT: 5000/-

C. **IMPORTANT DATE SHEET:**

Sl No.	Particulars	Date
1	Bid Published Date & Downloading Bid Document Online (www.raiganjuniversity.ac.in and www.wbtedner.gov.in)	05.09.2025
2	Bid Submission Start Date	05.09.2025
3	Bid Submission End Date	19.09.2025
4	Presentation of software modules	To be notified later on
5	Technical and Financial Bid Opening Date & others	To be notified later on

D. **BIDDING SYSTEMS:**

1. The Tender shall be accepted under Two Bid Systems. The interested venders have to submit the Technical Bids and Financial Bids online in the prescribed proforma through Govt. portal www.wbtenders.gov.in only. Tender sent by any other mode will not be considered and the same will be rejected summarily. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender documents. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

2. All tender documents attached with this invitation to tender including the Specifications considering any offer as complete offer. It is therefore important that Tender Acceptance Letter, which is a written undertaking that all the terms and condition of the tender are understood and accepted, should be signed and submitted through Govt. portal www.wbtenders.gov.in

3. All entries in the tender form should be legible and filled clearly, if the space provided for furnishing is insufficient; a separate sheet duly signed by the authorized signatory may be scanned and uploaded. No correction in either the Technical Bids or

Financial Bids is permitted.

4. Conditional bids shall not be considered and will be rejected summarily.

5. The Technical Bid shall be opened on the scheduled date and time as decided by the authority of this university. Technical bid will be conducted in two phases-

   I.   Credential verification

   II.   Physical appearance & Demonstration.

6. The Financial Bids of only those bidders who qualify in the technical bid will be opened after evaluation by the Committee constituted for the purpose.

7. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids its participation fees will be forfeited.

8. The University reserves the right to reject any or all the tenders submitted by the bidders at any time or relax/withdraw/ add any of the terms and conditions contained in the Tender Documents without assigning any reason thereof.

9. The bid shall be awarded to one single successful bidder only. The individual item's quoted rate shall not be acceptable as lowest one.

E. ELIGIBILITY CRITERIA AND MANDATORY DOCUMENTS SUBMISSION

The following documents are to be uploaded by the firm/bidder on the Govt. portal along with Technical Bid as per tender document:

1. Name of Agency/firm with complete address, Name of proprietor/Director with telephone number/Fax/E- mail/Mobile number of consent person.

2. **Explicitly mention that vendors supply details regarding the software module with clarification in their technical folder.**

3. Self-attested scanned copy of PAN card (in the name of firm only). However, the PAN card issued in name of proprietor can be considered subject to production of ITR acknowledgement.

4. Self-attested scanned copy of Audited Annual Accounts and also having turnover of Rs. Two (02) Crore for the last three financial years i.e. 2021-22 & 2022-23 , 2023-2024 is mandatory. (Mentioning of UDIN is compulsory)

5. Self-attested scanned copy of **participation fees.** (mentioning of UTR no. is mandatory)

6. Self-attested scanned copy of undertaking regarding acceptance of all terms & conditions of tender document in the company's letter pad. **(prescribed format attached as Annexure-B)**

7. Self-attested Scanned copy of undertaking that the firm will not transfer the contract to any other firm. **(prescribed format attached as Annexure-C)**

8. Self-attested declaration on company's letterhead regarding technical and financial bid. **(prescribed format attached as Annexure-D)**

9. Self-attested scanned copy of last 3 years experience such as Work Order / Agreement Copy / Completion Certificate / Supply Order etc in providing software system to any University running by any State / Private / Autonomous / Undertaken bodies. Project Value not less than Rupees 15lakh per year.

10. Self-attested copy of GST registration certificate.

Sd/- 4/9/25

DR. DURLAV SARKAR
Registrar
Raiganj University
Raiganj, Uttar Dinajpur
West Bengal, Pin-733134

11. The followings are should be in declaration form on company's letter head.

. The bidder must possess demonstrated expertise in the National Education Policy (NEP) and be proficient in uploading data to various portals, including but not limited to Banglar Uchchashiksha Portal, AISHE, NIRF, NAD, and ABCID.

. The Company or Vendor shall be liable to deploy twelve (12) technical personnel with expertise in basic computer skills, PHP, R-DBMS, AI, HTML, CSS, or equivalent platforms, as required for the entire scope of work. It is further clarified that Raiganj University shall not bear any additional cost for this manpower support. The bidder shall quote the cost of manpower support on a per-student, per-semester basis in the BoQ sheet

. All the technical personnel have to be in campus with his/her own laptop during the working hours (10am to 6pm) (Saturday / Sunday may be called if any emergency). The University shall arrange a space for their office work and shall provide internet connectivity through wifi / LAN. The electricity bill to be paid by the selected Vendor.

d. The selected bidder shall be responsible for setting up their own equipment, including Xerox machines, printing machines, and scanning machines etc. to carry out tasks related to the Examination Software Module. The University will provide the necessary space for this purpose

e. The selected bidder shall be responsible for setting up their own equipment, including Computers, Xerox machines, printing machines, and scanning machines etc. to carry out tasks related to the Examination Software Module. The University will provide the necessary space for this purpose.

f. The selected vendor shall be responsible for providing comprehensive logistical support to facilitate the work related to the Controller of Examinations Software Module. This includes end-to-end support, transportation of question papers, collection of answer scripts, and other related activities, as detailed in Annexure-A, A(i) and A(ii)

12. The successful bidder shall be responsible for completing the entire scope of work & go Live the software portal within 10 days from the date of issuing work order. Additionally, the bidder must ensure the seamless migration and mapping of all data from the existing software to the University's system. It is to be noted that all data shall remain the sole property of the University. Accordingly, all data must be securely stored and protected in a designated cloud server with an appropriate database structure.

13. The bidder must have a registered office in West Bengal.

F. PERFORMANCE SECURITY:

1. The successful bidder shall liable to deposit Performance Security / Security Deposit i.e. 10% of the quoted amount.
The Performance Security can be forfeited:
If the bidder withdraws his bid during the tendering process of the bid validity specified by the bidder in the bid form or
In case of successful bidder of the bidder:

    a)   Fails to sign the contract in accordance with the terms of the tender document

    b)   Fails to furnish required performance security in accordance with the terms of tender document within the time frame specified by Raiganj University.

    c)   Fails or refuses own quoted prices for the services or part thereof.

Irrespective of the above, if any of the information, details, documents, etc is found to be incorrect/forged/fabricated, the University shall be entitled to forfeit the performance security.

G. RIGHT OF ACCEPTANCE:

a) Raiganj University reserves all rights to reject any bid of those bidders who fail to comply with the instructions without assigning any reason. The decision of Raiganj University in this regard shall be final and binding.

b) Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.

c) Raiganj University reserves the right to reject the entire supply order or part order without assigning any reason.

d) Raiganj University can terminate the contract, if it is found that the firm is black listed on previous occasions by any of the Government Departments/ Institutions/Local Bodies/ Municipalities/Public sector undertaking/Autonomous bodies etc. In this case participation fees amount will be forfeited without any communication.

H. SPECIAL NOTE TO THE TENDERERS (MANDATORY FOR BIDDERS)

1. The bidder will be responsible to page-number each paper of the tender document, failing which the tender will not be considered and rejected out rightly. Further, the tender document should also contain a proper index of all the quotes/details of the tender.

2. The BoQ (Bill of Quantities) must be filled in by the bidders on a *Per Student Per Semester* basis. The quoted rates should be inclusive of GST. Bidders are advised to base their quotations on an estimated student strength ranging from a minimum of 4,000 to a maximum of 5,000 students per semester, across all course disciplines.

3. The validity of the contract will be for 01(One) year and may be extended for another 01 (One) year on satisfactory performance certified by HoDs, Deans, Registrar and Hon'ble Vice Chancellor, however the contract may be terminated at any point of time on a valid ground with two months prior notice from both the Vendor and the University authority.

4. The intending bidder(s) are requested to upload the following documents online by his authorized DSC duly self-attested along with their application for qualifying to open their financial bid.

5. Rates should be quoted on a per-year basis, inclusive of GST; however, the mode of payment will be on a half-yearly basis, subject to the terms and conditions.

6. University reserves the right of rejecting all or any the quotations without assigning reason for their rejection and will not be bound to accept the lowest quotation.
   a. The agency will be liable to fix any kind of software related problem within 30 minutes of call booking
   b. In case of any emergency, a site visit by the company representatives mandatory.
   c. Each party must clearly mention any exclusion separately. (if any)

7. Maximum downtime for any software related issue will not be allowed for more than1hr.

8. Failure rate/time should not be more than 2%

All interested parties should make sure that they can fulfill the eligibility criteria and the above terms and conditions before submitting their quotations.

I. PAYMENTS:

1. Payment will be released as per the University norms.

2. The bidder shall raise invoice/bills inclusive all taxes in triplicate

3. All payments shall be made in Indian Currency by means of NEFT/RTGS/ECS for which the firm will have to submit the Current Account number with IFSC code etc.

J. BOQ
(to be submitted in online through www.wbtenders.gov.in)

NAME OF THE AGENCY / VENDOR/COMPANY WITH POSTAL ADDRESS	ITEM NAME	QUANTITY (per student)	RATE QUOTE (as Per Student Per Semester in INR)	AMOUNT QUOTE IN GST (as Per Student Per Semester in INR)
	(i) STUDENT LIFE CYCLE (scope of work is referred as Annexure-A) (ii) SOFTWARWE MODULES FOR THE VARIOUS ADMINISTRATIVE OFFICES (scope of work is referred as Annexure-A(i) (iii) WEBSITE DESIGNING AND DEVELOPMENT WITH MOBILE APPLICATION (scope of work is referred as Annexure-A(ii)	1		
TOTAL AMOUNT IN RUPEES (INC GST)				

Note: The above mentioned BoQ provided is only an example to illustrate the quotation submission process. The actual quotation must be submitted in the prescribed format, as attached in the BoQ section on the www.wbtenders.gov.in portal.

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K. SCOPE OF WORK

NAME OF THE JOB	DESCRIPTION
STUDENT LIFE CYCLE	1. Scope of Work for University Management System 2. Scope of work for Controller of Examinations Modules
DELIVERY TIME AND GO LIVE	Within 10 days after issuance of work order

1. Scope of Work for University Management System **with Online Admission:**

(A) Student Online Admission (U.G., P.G. and Ph.D.)

Detailed Modules:

- Admission in 1st semester to 8th semester (for all UG courses) , Online Registration, Online Subject Choice (with user defined rules)(CBCS) now NEP, Department Wise Students Attendance Sheet generation, Process of students refund, Process of Students payment concession, Process of Students ID card generation, Online Migration Certificate Generation module for all students.
- Integration with library for library card generation.
- Automated refund processing in case of failed payment.

BRIEF ADMISSION MODULES OF UG:

ADMISSION REQUIREMENTS:

Brief outline of customizations in Software we require is as:

a) During the Admission Process, we require service of the vendor (24*7)

b) Schedule of events

c) Specialization (If any)

d) Seat Matrix (Vacancy matrix as per Government rules & regulation.)

e) Admission
- a. Direct admission
- b. Seats reserved for the students of the Raiganj University.
- c. Open seats
- d. Self- financed Courses

f) Mode of Generation of list (Automatic) (Real Time view should be available in the Student's Dash Board)

g) Generation of Affidavit(Automatic and to be made available to the Students' Dashboard for downloading)

h) CBCS / NEP Registration:

i) IDC Registration : {One Inter- Disciplinary Course to be chosen by the students (3 options to be given) from the dropbox, while filling up of Admission Form. On completion of the Admission the seats will be allocated in order of merit and will be made available to the students}

j) Full List of applicants (Category wise) along with their Score in public examinations to be displayed on the University website and which will be available during the entire process.

k) During the time of admission, all the documents the applicants are uploading may be made available for the verification purpose.

l) The vendor must ensure the smooth online payment process including the process of reconciliation.

m) The vendor must be prepared for solving any *"Technical Issues"* immediately.

n) Cancellation of Admission Process (Online filling up of Form)

o) Submission of Migration Certificate

p) Affiliated Institutes must be routed through the Raiganj University Website to complete the admission process and other Processes (e.g. Examination Fee, filling up of Examination Forms etc.)and after paying the due fees in all relevant sectors, the page may be directed to the institutional website.

The Vendor must be ready for required number of customizations (duly approved) during the entire process of admission.

- Admission in 1st to 4th Semester (for all PG Courses) , Online (as per user defined rules) Registration, Online Subject Choice (CBCS) now NEP, Department Wise Students Attendance Sheet generation, Process of students refund, Process of Students payment concession, Process of Students ID card generation, Online Migration Certificate Generation module for all students.

- Admission in PhD Course Work / Without Course Work and direct admission through UGC Fellowship (JRF) , Department Wise scholars Attendance Sheet generation, Process of scholars refund, Process of scholars payment concession, Process of scholars ID card generation, Online Migration Certificate Generation module for all students. (Integration with library for library card etc generation.)

(B) BRIEF ADMISSION MODULES OF PG AND PHD:

ADMISSION REQUIREMENTS

Brief outline of customizations in Software we require is as under-

Admission database/system to be constructed as per user (University) set rules and provision for modification

i. During the Admission Process, we require service of the vendor (24*7)
ii. Schedule of events
iii. Specialization (If any)
iv. Seat Matrix
v. Admission
    a. Direct admission
    b. Seats reserved for the students of the Raiganj University.
    c. Open seats
    d. Self- financed Courses
vi. Mode of Generation of list (Automatic) (Real Time view should be available in the Student's Dash Board)
vii. Generation of Affidavit(Automatic and to be made available to the Students' Dashboard for downloading)
viii. CBCS Registration/NEP:
ix. IDC Registration :{ One Inter- Disciplinary Course to be chosen by the students (3 options to be given) from the drop box, while filling up of Admission Form. On completion of the Admission the seats will be allocated in order of merit and will be made available to the students}
x. Full List of applicants (Category wise) along with their Score in public examinations to be displayed on the University website and which will be available during the entire process.
xi. During the time of admission, all the documents the applicants are uploading may be made available for the verification purpose.
xii. The vendor must ensure the smooth online payment process including the process of reconciliation.
xiii. The vendor must be prepared for solving any "*Technical Issues*" immediately.
xiv. Cancellation of Admission Process (Online filling up of Form)
xv. Submission of Migration Certificate
xvi. Affiliated Institutes must be routed through the Raiganj University Website to complete the admission process and other Processes (e.g. Examination Fee, filling up of Examination Forms etc.)and after paying the due fees in all relevant sectors, the page may be directed to the institutional website.

The Vendor must be ready for required number of customizations (duly approved) during the entire process of admission.

- Student Data Management (Personal Profile, Academic & Examination Profile, Online & Offline Fees & Concession & Instalment payments, Certificates, I cards, Notice, SMS/Email alerts

Real time report generation through dedicated Dashboard in each module of Students

Close knit & tightly integrated system for data sharing/collaboration between data obtained from admission dB & the Controller of examinations branch.

D. Grievance / Cell/ Committee Management

2. Scope of Work for Controller of Examinations Modules:

(A non-redundant system where students do not have to fill the same data repeatedly at different times and the data should be fetch able from initial records (a unique ID etc.) with scope for updation.)

I. Examination form fill up.

II. Admit card generation and distribution.

III. Online payment of examination centre fees.

IV. Examination centre with seat matrix.

V. Candidate attendance sheet (ACSR/DR).

VI. Question paper processing through secure email ID.

VII. Mark slip / award slip processing.

VIII. Tabulation processing.

IX. Result statement and award list with merit score generation.

X. Back / Casual List generation.

XI. Reassessment / Scrutiny form fill up.

XII. Reassessment / Scrutiny tabulation generation.

XIII. Reassessment / Scrutiny result sheet generation.

XIV. Mark sheet / Grade card generation.(transcript generation) –

XV. Diploma certificate generation feature.

XVI. Convocation Diploma Register generation / PhD provisional certificate generation

XVII. NAD data uploading.

XVIII. Convocation related report generation.

XIX. Billing of remuneration process related to examination.

XX. Board of studies / Board of moderation record maintaining.

XXI. Examination related work like seating arrangement, top sheet, answer script dispatch register and over all examination logistic.

XXII. NAAC data generation and preservation. -

XXIII. Separate portal for examination activities.

XXIV. Any other examination related work as and when required

XXV. Onsite and Offsite Manpower Support

- A log in id will be provided to the HoD to add the Internal/Practical/Theory marks directly to the examination software.

- If any changes after that, an auto generated intimation must be provided to the HoD through mail and messages.

- Preparation of softcopy of BOS sheet.

- Supply of earlier BOS sheet to the chairman of BOS before meeting (BOS)/remuneration.

Preparation of teacher wise total bill sheet including the service/ activity separately i.e question paper setting, moderation, examination work (khata)

DETAILED WORK:

A) Pre-Examination Activities (First Part) :

1) Design and develop Online Examination Forms containing details of the students along with subject/papers/Courses they are supposed to appear in the examinations.
2) Arrangement of Online Payment for the students.
3) Uploading Online Examination Form.
4) Allocation of centres to the students as per direction of the University.
5) Generation of Roll No. and uploading of admit cards after verification by College /University by using college domain.
6) Generation of DR(ACSR) sheets, Seat Chart, Seat number, Top Sheet, Allotment Charts and delivery of the same to the college domain. (Online Mode).
7) Generation of Question Paper as required, subject wise/Centre wise.
8) Preparation and printing of HDPE (Eco-friendly?) Envelopes for collection of used Answer Books after the examination.
9) Arrangements of Separate Portal/Website for Examination activities.

B) Pre-Examination Activities (Second Part) :

1) Type-setting, Proof reading, Editing of Question Papers (manuscript will be provided by University).
2) Printing of Question papers / Question Booklets (tri-lingual) in 70 GSM m aplithopaper.
3) Printing of Answer Books using 70 GSM m aplitho paper.
4) Answer Books (size A4) should be thread stitched.
5) Packaging of Question Papers, Subject wise / Session wise / Examination Centrewise.
6) Packaging of Answer Books.
7) Delivery of Answer Books to all Examination Centres.
8) Delivery of packed Question Papers to all examination centers.
9) All kind of stationary support for packaging and printing.

C) Post Examination Activities (Third Part) :

1) Collection of the used answer books of the theoretical examinations from the examination centers.
2) Coding of the used Answer Books.
3) Data entry (double entry) of the code-slips of the Examinees.
4) Labeling the packets of answer books with proper bar-coded serial number.
5) Packaging of Coded answer books along with marks award sheets/slips.
6) Preparation of Master database of Examiners of all subjects.
7) Schedule for delivery of coded answer books to be fixed in consultation with the Controller of Examinations as per his/her

convenience.

8) Delivery of packets containing coded answer books to the Examiners at the locations as desired by the Examiners such as College premises / University within the jurisdiction of Raiganj University and under this affiliated Colleges / Institutions under Raiganj University or Spot Evaluation in the University.
9) In case the answer books are evaluated in a camp or spot evaluation in the University the same would be managed.
10) Use of Computer based Application to track delivery and receipt of used answer books to and from the Examiners along with access of the same by Vice-Chancellor and Controller of Examinations.
11) Follow-up with the Examiners to find out progress the evaluation and if required, to Make alternate arrangement so that unevaluated answer books can be evaluated through Another Examiner in consultation with the Controller of Examinations / Vice-Chancellor.
12) The entire process should be monitored through customized software for evaluation.
13) Collecting all the evaluated answer books (of theory papers) along with marks award slips sealed in plastic cover / envelopes from examiners after evaluation.
14) Arrange delivery and collection of coded answer books multiple times in order to meet the deadline of publication of results.
15) Billing of remuneration of Examiners.
16) Data Entry of all the filled in marks award sheets / slips.
17) Once marks are collated component-wise / subject-wise, the same to be processed to Submit reports for missing marks, abnormal marks or any other discrepancies.
18) Preparation of tabulation sheet (Hard Copy) and submit to the Controller ofExaminations.
19) After preparation of results, the same should be checked manually on sample basis to ensure correctness of the processing software.
20) Preparation of Result Statement, award list and other various reports and statisticsfor declaration of results.
21) Uploading results of the Web as desired by the University within the announcedtime-frame.
22) Printing of Mark-sheets / Grade Card and Certificates.
23) Packaging of Mark-sheets College-wise for delivery as per the requirement of theUniversity.
24) Delivery of Mark-Sheets / Grade Card.
25) Processing of Review/Post Publication Scrutiny/Reassessment forms online and keeping record thereof. Verification of Review/Post Publication Scrutiny/ Reassessment forms by college / University through college domain.
26) Re-evaluation of answer books (under review/p.p. Scrutiny/Reassessment) through Examiner.
27) Publication of Review / Post Publication Scrutiny/Reassessment results online and printing of mark sheets.
28) Submitting copies of examination data to the University in excel format or theformat specified by the University.
29) Submitting of all Tabulation Books (original hard copy) to the University.
30) Storage of examinees answer books minimum (one) 1 year until the closed ofentire processing.
31) Convocation related work and Printing of Diploma Register, Certificate as whenrequired by the University.
32) Providing all the data as per University requirement for External agencies like, NAAC, AISHE, Department of Higher Education etc.
33) Prepare and Uploading NAD data (as when required by the University).

D) Other Activities and Responsibilities:

1) To provide software support and maintenance.

2) Technology and software application must be of the Latest version.

3) Ownership of all data must be kept under the Raiganj University.

4) Agency must ensure data security and protection.

5) Agency must ensure about security audit of software.

6) All kind of data must be handed over to the university time to time or as when required through Cloud Transfer / Hard Drive i.e. Total admitted students, total registered students, total examination form fillup students, total pass out students as department wise, semester wise, Year wise to the UG council secretary, PG council secretary, Registrar, Controller, Deans (S), Vice Chancellor, Finance Officer

7) Agency should provide clear data access guidelines and Data Migration, Cloudoftware C-panel, Admin panel, FTP etc.

E) Other Conditions:

1) Vendor/Agency will set up an office for work at the Raiganj University premises with a minimum support of 12 (twelve) man power to be stationed / over the remote at the various offices. The Vender/Agency will use upgraded Technology/Machinery and Software for the overall Examinations activities.

2) Will provide the LOGO and other details information that will be required to print various pre-printed stationary.

3) Will provide College Master with Address and Contact Person along with Phone Number.

4) Will provide with Manuscripts of Question Paper Year/Semester/Session wise.
5) Will provide schedule of Examination Data/Subject wise routines and necessary data of various Examination activities.
6) Will provide the subject wise Head Examiners List along with the location of Colleges for delivery of coded answer books (whenever required).
7) Will provide all necessary information that may be required to process and publish the results.

SCOPE OF WORK OF THE VARIOUS SOFTWARE MODULES FOR THE VARIOUS ADMINISTRATIVE OFFICES

Financial Accounting and student fees integrated system (Modules of Finance Office)
Detailed Requirement: Finance and accounts

	a. Procurement
1	Purchase Requisition capturing feature
2	Purchase Committee decision capturing feature
3	Tender Committee decision capturing feature
4	Work Order Issue details-Agreement details capturing feature
5	Goods Receipt Note- Linked with fixed asset register
6	Goods Return
7	Stock Register- Inventory Management
8	Physical Inventory
9	Stock valuation based on price of procurement and quantity
10	Release of Payment data capture
11	Monthly Procurement Report summary
12	Record of allotment of advance under different budget heads & adjustment (individual/Dept. wise)
13	Online bill submission

b. Payroll (Permanent / Contractual / Part-Time / Guest / Pensioner) & P.F maintenance	
1	Set Up Grades
2	Absentee statement
3	Set up salary components

4	Pay slip generation- sent through mail (also on demand basis)
5	Update Employee Salary Info.
6	PF monthly challan
7	P. Tax monthly challan
8	Employee annual tax calculation
9	Income Tax challan
10	PF Claim
11	Annual total income calculation
12	Investment declaration
13	Actual investment capture
14	Issuance of PF statement - (also on demand basis)
15	Deductions
16	Requirement of Cosa and Non Cosa
17	Payroll MIS
18	File management
19	Bank payment advice (Bank wise)
20	Annual income statement
21	Maintenance of Annual Accounts
22	Voucher creation

e. Asset Registrar

1	Asset No generation
2	Department wise assets Registrar
3	Addition linked with procurement
4	Asset Deletion
5	Closing Balance- As per Balance Sheet
6	Depreciation
7	MIS
8	Physical Verification

d. Budget Estimate

1	Department wise budget estimate
2	Comparative actual
3	Pie Chart of expenses

f. Inventory Management

a	Internal Requisitions		
b	Indenting		
c	Purchase Order		
d	Goods Receipts		
e	Dispatch Records		
f	Sales/Issue Goods		
g	Stock Ledger		

e. Fees Collection

1	Head wise fees collection
2	Reconciliation daily and admission wise & head wise
3	Confirmation for double payment
4	MIS Report
5	Fund Utilization
6	Maintenance of students ledger showing details of all payment chronologically
7	Cash collection management (daily)
8	Any kind of alteration & addition be made as per the requirement of the University

g. Organization Setup

This module would cover the following functions/features:

1	Setup Organization and Details
2	Setup School of Studies, Departments
3	Setup Campuses & Locations
4	Setup Courses and Details
5	Setup Availability and Quota
6	Setup Class/Semester and Subjects
7	Fee Plan Components
8	Setup Course Fee Structure based on Quota

h. Affiliation Management

This module would cover the following functions/features:

1	Register College Details
2	Track College Affiliation Type and Registered Courses
3	Setup Sanctioned In-Take
4	Monitor Student Admission
5	Student Approvals and Student ID allotment

i. Hostel Management

This module would cover the following functions/features

1	Setup Hostel/Blocks/Rooms
2	Setup Hostel Plans
3	Allot Room
4	Vacate Room
5	Mark Attendance

j. Fleet Management

This module would cover the following functions/features

1	Vehicle Registration
2	Statutory' Compliance/Insurance Records
3	Track Vehicle Maintenance/Servicing
4	Fuel Log e. Route/Trip Assignment

5. Human Resource Profile, Service book, Salary, PF, Income Tax, Leave, documents [Office of the Registrar]

Detailed Modules: Office of the Registrar Module:

- Students Identity card generation feature

- All fellowship and scholarship (UG/PG/Ph.D.) related data capture and list generation feature (JRF/RGNF, Swami Vivekananda merit cum means, K1, K2, K3, SC/ST Scholarship etc.).

- Alumni related activities

Convocation related activities (Controller of Examinations / Registrar)

- Employee personal profile linked with University website
- Online recruitment module of teaching (Professor, Associate Professor & Assistant Professor), Officer and non-teaching staff.
- Online Leave Management feature

- Service book management feature
- AISHE, NAAC , NIRF, BANGLAR UCCHO SIKKHA, AICTE, UAMP etc. related MIS support
- CAS (promotion) related data management with IQAC. (Online module for form fillup related to CAS) - Ph.D. Registration, and Pre submission an final submission Module.
- Record of Enrolled/registered Ph.D. scholars.

7. **Fixed Asset & Store**

8. **Library Management [Central Library]**
Details: All hard copies of books to be recorded in Bar Code, Issuance of Book, Total Book Record, Stock of books, All Book e-Data / e-Book record maintaining. Soul Software maintenance and others.

9. **Learning Management**

10. **Academic Curriculum Management as per CBCS & NEP structure**

11. **Feedback for Student, Parent, Employee**

12. **Controller Section for University related information management like Registration, Mark sheet, form fill up**

13. **Meeting Management**

14. **Document Management with Inbound & Outbound register**

15. **Employee window for employee specific workings**

16. **Student window for student specific workings**

17. **Alumni**

18. **Placement Management**

19. **Hostel**

20. **Provision for up gradation and data management for NAAC enhancement in future**

21. **Online Recruitment Modules**

22. **Faculty Module and linking with website. – Provisions for faculty to update CV/Dept. Profile etc.**

23. **Onsite and Offsite Manpower support in 24*7 basis.**

24. Various types of application (Migration/ Cancellation of Application etc.) forms to be there in the students profile and these forms to be channelized to pre-defined destination for approval, reports generation and recording.

25. Bills submitted by the external members attending various meetings to be processed online and provisions for generating reports.

students' issues addressing to various offices to be recorded online and to be routed to be desired destination of the complainant and a corresponding ID of the complaint rose to be system generated. Further, there should be a provision for diverting the same to relevant office/s if the addressee of the complaint thinks fit and proper.

27. There should be flexibility in terms of scope of inclusion of works if the situation so desires. Specific Dashboard for accessing the information and when required. There should be a dedicated developer to be engaged for meeting with the requirements of the University time to time.

28. All the requisitions including the Guest House and University vehicle/s to be filled in online and a mechanism to be devised for approval etc.

[ANNEXURE-A(ii)]

SCOPE OF WORK FOR WEBSITE AND MOBILE BROWSER OPTIMIZED WEBSITE APPLICATIONS

Basic Services:

1. Configuration, Design & Development of the following websites: The Agency needs to configure the website(s), design the images & inner pages, write & upload contents in bi-lingual/ or multi-lingual format for the university websites.

2. The Content has to be made ready for the Website by Professional Content Writers: Content has to be written following the best practices of website authoring.

3. Quality & correctness of Content to be ensured

4. Content has to be converted to multi lingual/or Bi-lingual format (English/Bengali)

5. Content Verification

6. Quality Assurance:

Quality Assurance to ensure the quality of the websites, the following activities needs to be performed:

7. Exit Management:

Following tasks need to be performed by the Agency for Exit Management

a) Capacity building of Content Managers of Main Department and its sub organizations

Content Managers and Site Administrators should be fully trained for the followings:

• Site Administration: User and Role Management, Site Configuration.

• Content Management

b). Preparation of Technical Documents and User Manual

All technical documents including test cases & user manual need to be submitted to the Department.

5. Key Deliverables:

Few Indicative deliverables are mentioned below:

- Development and implementation of the online web strategy with major upgrades in the design and content of the current website

- Document specifying the Compliance to SWF and prescribed guidelines

- Prompt and Proper Maintenance of website

Editing and proof reading of the website content

- Training Plan
- Plan and Test Cases
- User Manual / Guide/ Technical Documents
- Project related executables (if any)

Functional

1. The university website will be based on a Web Content Management System (WCMS). Facility to update content by multiple users from anywhere through web browser based administrative module using WYSIWIG editing tools allowing non-technical users to create and edit content.

2. The website should support Single Sign-On so that future automations like Recruitments Portal / Placements Portal / Academic Information System etc can be easily integrated into the website

3. It should provide bilingual language support- English and Bengali

4. The navigation system for the website should be intuitive such that people can easily find the required stuff from the website.

5. Separation of Design and Content – content to be stored in the database and designed to be controlled by the use of Cascading Style Sheet (CSS). Separate CSS for use with Internet Browsers and Mobile Browsers / JavaScript for programming.

6. The WCMS software shall be able to include plug-ins or modules that can be easily installed to extend the site's functionality.

7. The WCMS and GIGW based site shall be able to create micro sites/web portals for various departments / resource Centers within a main site as well.

8. Dynamic News/Events/Notification Management System: Facility to manage our News/Events/Notification through an administrative control panel. Administrator can upload pictures to their events. Also can add Caption to the pictures, facility to search news via a strong search engine, Facility to manage news / event write-up /contents by multiple users from anywhere.

9. Dynamic Photo gallery /Video Management System: Facility to manage photo gallery via an administrative control panel, facility to create photo gallery category dynamically. i.e. add/edit/delete photo gallery categories, facility to upload new pictures to these categories along with caption, facility to manage pictures and caption.

10. The university website should allow Secured Socket Layer (SSL). The website shall be security audited according to OWASP (Open Web application Security Project) application security verification standard. However, SQTC Certification is mandatory as the guidelines of Govt. of India for quality and security purpose.

11. The website should be optimized for the search engine so that it is appearing high in the search results. (SEO)

12. It should be able to handle failure scenarios well like content not found, link redirection etc.

13. Back end performance optimization like DB structure, query optimization to be done to enhance user experience in terms of fast load times and good mobile experience.

14. Website must be robust, comprehensive and modular.

15. The website should have good social media integration (share buttons, follow buttons, etc.)

16. Copyright and Property: Designed, technical documents and source code is the property of Raiganj University. Hence, the vendor is expected to submit all the required documents / media post go live and after implementation.

17. Menu Management – Ability to add, move, delete, modify menus on the site.

18. Each link created by admin should specify the title of page and admin should have provision for entering date by which the link may expire. The default shall never expire.

9. Control Panel Features:
   i. Latest cPanel Control Panel
   ii. Website statistics, AWStats, Webalizer, Raw-Log Manager Referrer & Error Logs
   iii. Portals Forums Counters Form mail
   iv. Password Protected Directories and Custom Error Pages
   v. Web Based File Manager Hotlink Protection
   vi. IP Deny Manager, Redirect URL

20. Quick – Links (Indicative but not comprehensive):
    I UGC-HRDC II. E-Resources / e- Journals III. NIRF IV. Library V. Annual Account & Report VI. International Yoga Day VII. Institutional Repository VIII. National Digital Library (NDL) IX. University Digital Repository XI. Online Payment System through Bank

21. External-Links (Indicative but not comprehensive):
    I. UGC II. MHRD III. Department of Science & Technology IV. Department of Biotechnology V. Central University Portal VI. AICTE VII. INFLIBNET VII. CSIR VIII. Central Govt. E-Procurement Portal IX. Links to Social Media X. Any other approved during development process and later on.

21. Information Searching - Search Engine Optimization Within Site Search Achieve Search

22. Micro Website Management
    1 Common Modules for University & Departments
    2 Teaching Departments Management
    3 Resource Centres / Cells / Sections Management
    4 Periodicals/Journals Management
    5 Admission Cell
    6 RTI Cell
    7 DCDC (Director College Development Council/Committee)
    8 Placement Cell
    9 Alumni
    10 Convocation
    11 Store & Purchase (Tender)
    12 Recruitment Cell (Career)
    13 Institute of Distance Educations
    14 Webinar / Videoconferencing Module
    15 Central Library
    16 UGC - HRDC / ASC
    17 IQAC

23. About University
    Our Profile, Vision, Objective, Founder, Our Predecessors, IQAC, List of Holidays, University Map, Google Map, News Mandatory Disclosure, Act, Ordinance

23. Administration
Visitor, Chancellor, Vice Chancellor, The Court, Executive Council, Academic Council, Finance Committee, Registrar, Controller of Examination, Finance Officer, Proctor, Deans, Directors, Heads, Administrative Staff, Other Councils / Committees / Cell / Bodies

24. Academics
Schools, Departments, Faculty, Courses (Ph.D., PG, UG, Diploma, Certificate), Syllabus, Fee Structure, Eligibility, Scholarships, Seminar , Symposiums, Conferences, Workshops, Refresher, Orientations, Distance Education, Academic Calendar, List of Holidays

25. Examination
Admission Procedure, Notifications, Entrance, Result, Counseling, Examination Schedule / Time table, Examinations & Result, Admit Card, Duplicate Identity Card

26. Research & development
Research Papers Publications, Research Projects, Book Published , Achievements , Awards, Recognitions Amenities Admission Cell , CIRM , Guest House , Central Advanced Instrumentation Centre, DODL, Minority Remedial Coaching Centre

Others.
Notice, News , Latest Update, Download , Gallery, Tender, Recruitment / Career, Contact us, Contact Directory, How to reach, Online Payment, Log-in area.

28. ADDITIONAL WEBSITE MODULES:
REQUIREMENTS (Indicative but not comprehensive):

Category:

- Ministry of HRD, Govt. of India
  - Circulars
- Regulatory Bodies
  - UGC
  - BCI
  - AICTE
- Department of Higher Education, Government of West Bengal
  - Act, Rules, Regulations etc.
  - GOs
  - Circular
  - Notifications
- University
  - i. Acts
  - ii. Statute
  - iii. Regulations
  - iv. Rules
  - v. Circulars
  - vi. Notifications
  - vii. Events
    - a. Students' Interface (Dashboard)
      1. Anti- Ragging Affidavit
      2. Admission Cancellation Form
         - A. Pre- Registration
         - B. Post- Registration
         - C. Student feedback on teaching
    - b. HoD's Interface (Dashboard)
      1. List of students along with the auto generated Roll No. and Course Details.
      2. Different kinds of Forms

Academic

- A. TA- DA& Bank Detail Forms
- B. BoS Panel Formats – Soft copy/hard copy of the appeared BoS report of earlier year should be placed in the meeting of the BoS.
- C. Requisition Forms
- D. Form for the Adjustment of Advance
- E. Statement for submission of Migration & Anti- Ragging Affidavit
- F. Statement of Guidance of Scholars in PhD

Non- Academic:

- G. Absentee Statement
- H. Leave Application

29. The Mobile Application (Mobile browser optimized website) of website shall have all the above features.

DECLARATION

(to be furnished in company's letterhead)

Subject: Declaration for Acceptance of Terms and Conditions of Tender Document

I, [Name of Authorized Signatory], aged [Age], son/daughter of [Father's Name], residing at [Full Residential Address], and holding the position of [Designation] in [Name of the Company/Firm], having its registered office at [Company Address], do hereby declare as under:

That I have carefully read and understood all the terms and conditions mentioned in the tender document bearing reference number [Tender Reference No.], issued by [Tendering Authority/Department Name].

I hereby declare that our company/firm **unconditionally accepts** all the terms and conditions of the said tender document in its entirety. I further declare that the company/firm shall abide by the same during the entire course of the tender process and execution of the contract, if awarded.

I am making this declaration in good faith and for submission as part of the tender process.

Declared on this [Day] of [Month], [Year] at [Location].

Signature: _____
Name: [Authorized Signatory's Name]
Designation: [Designation]
Name of the Firm/Company: [Company Name]
Seal of the Company

DECLARATION

(to be furnished in company's letterhead)

Subject: Declaration Regarding Non-Transfer of Contract

I, [Name of Authorized Signatory], son/daughter of [Father's Name], aged [Age], residing at [Residential Address], and serving as [Designation] of [Name of the Firm/Company], having its registered office at [Company Address], do hereby solemnly declare that:

If the contract is awarded to our firm through the above-mentioned tender process, we shall not, under any circumstances, transfer, assign, or sublet the contract or any part of it to any other individual, firm, or entity.

We understand that such transfer or subletting, if done, shall be treated as a breach of contract and may lead to termination of the contract along with any legal consequences as deemed appropriate by the authority.

This declaration is submitted in good faith and with full understanding of the terms and conditions of the tender.

Declared on this [Day] of [Month], [Year] at [Location].

Signature: _____
Name: [Authorized Signatory's Name]
Designation: [Designation]
Name of the Firm/Company: [Company Name]
Seal of the Company

DECLARATION PROFORMA FOR TECHNICAL AND FINANCIAL BID

(To be furnished in Company's Letter pad with signature, date and seal)

No.	Description	
1.	Name of Agency	
	Profile of the agency	
	Name of proprietor/Director	
2.	Full Address of Registered Office	
	Telephone No.	
	Fax No.	
	E-mail Address	
3.	Full Address of Operating/Branch Office	
	Telephone No.	
	Fax No.	
	E-mail Address	
4.	Self attested scanned copy of participation fees of Rs.5000/-	
5.	Self attested scanned copy of GST number of Firm	
6.	Self attested copy of PAN Number of the firm. However PAN card in the name of proprietor can be considered subject to production of ITR Acknowledgment and computations of taxable income duly certified by C.A.	
7.	Average Annual Turnover of the firm Rs. 02 Crore for last three Financial Years duly certified by CA.	
8.	The self-attested copy of ITR of the firm only for last three financial must be enclosed.	
9.	Solvency certificate for an amount of Rs.20.00 lakh which should be issued from any Nationalized/scheduled bank but it should not be more than six month old.	
10.	Self attested scanned copy of Undertaking regarding non-blacklisting of firm	
11.	Self-attested scanned copy of undertaking regarding acceptance of all the terms and conditions of the tender document.	
12.	Self attested scanned copy of Declaration certificate on the prescribed proforma.	
13.	Self attested scanned copy of valid Registration as Software Company / Agency	
14.	Self attested scanned copy of agency/firm of his own International gateway license.	
15.	Time required for installation and Go live of the software modules within 10 days after the issuing of work order	
16	The firm is required to submit the rates in BOQ online in Govt. portal. The bid shall be awarded as per the tender rules & regulations. The total quoted amount by any bidder shall be considered as a complete BoQ. The bidding process shall be considered accordingly	

Full signature of authorized person with date and seal