



Baruipur College

Baruipur, South 24 Paraganas

Notice Inviting Tender

Memo No. : BC/PT-02/18

Dated : 14/03/2018

Sealed quotations are invited from reputed companies for supply, installation, training and management of following items for Online Admission and Student Management System for 2018-2019 Academic Session at Baruipur College.

CRITICAL INFORMATION

Last Date for Submission of Tender: 20th March 2018 (within 12:00 Noon)

Address of Procurement officer:

The Principal, Baruipur College, Baruipur, South 24 Paraganas.

SPECIFICATIONS OF ONLINE ADMISSION SYSTEM

PRE ADMISSION

- Defining admission criteria
- Student Registration as per admission criteria along with necessary document upload like images / signature / mark sheet / cast certificate / ID Proof
- Payment integration bank/ gateway
- Registration payment reconciliation
- Publishing of valid applicant list

ADMISSION

- Provisional merit list generation
- Category wise final merit list.
- EMAIL / SMS / Web site publishing of merit list for counseling / admission based on sit capacity.
- Direct admission
- Admission Challan generation
- Admission Payment against admission challan
- Admission payment reconciliation
- Document verification of applicant

POST ADMISSION

- Student ID and Roll No generation
- Student ID Card
- Student Attendance register

Minimum Features:

- Shift wise (Morning/Day/Evening) Hons. & General subject declaration
- Course & Course wise admission criteria i.e. 10+2 subject grouping and marks setting for admission.
- Define combination wise amount require for admission.
- Set date allowed for form fill up.
- Admission Form Fill Up (Personal Profile & 10 +2 Academic Records) & Course Applied.
- Student Photo + Signature Upload+ 10+2 mark sheet upload + Category Certificate Upload
- Apply multiple courses

- System guides a candidate in choice of generic subject as well as CBCS subjects based on the admission criteria
- Printout of application and challan on successful submission
- Duplicate printout of application and challan on successful submission
- Challan creation (1 Copy Student + 1 Copy College +1 Copy Bank).
- SMS Intimation on payment received.
- Verify records against 10+2 mark sheet uploaded.
- Application Approve/Decline option
- Modify any application.
- Generate merit list for internal checking.
- Course wise Complete Merit List Generation.
- Course wise Counseling list generation as First /Second/Third...n list for admission.
- Set course and category wise seat availability and filled up
- Data viewing facility for the government as demanded in the government order.
- Admission Payment Integration

Reports

- Total Number of form submitted course wise.
- Form against which payment is collected course wise.
- Browse /Print any application.
- Merit Challan submitted course wise.
- Merit Challan Cancel/ Block list

SPECIFICATION OF STUDENT MANAGEMENT SYSTEM

Minimum Features

- Student admission CBCS & Non CBCS
- Student details (Personal Profile and 10+2 Academic Records)
- Student Photo & Signature
- Student Document Storage
- Admission cancel
- Course change
- Student ID Card generation
- Student Attendance Register
- Student Examination & Result
- Marks entry (subject wise)
- Marks entry subject wise
- Student promotion management (1st Class/2nd Class/Pass/Drop/Casual/)
- Smart card mapping
- University Registration / Examination Form Fill Up
- Student Fees Management / Due List / Concession Handling
- Student provisional promotion
- Smart card mapping
- SMS / Email communication
- Student Scholarship

Reports

- Student list
- Student change list
- Student Profile Print
- Student general information
- Student subject relation
- Student ID card generation
- Student document submitted report
- Student promotion list

- Certificate generation
- Student registration
- Student admission
- Student group relation report
- Evaluation record report
- Tc generation, Letter to parent
- Student subject group report
- Student photo extraction
- Student voter list generation
- Mark sheet
- Evaluation sheet
- Student admission
- Student group relation report
- Evaluation record report
- Tc generation, Letter to parent
- Student subject group report
- Student photo extraction
- Student voter list generation
- Mark sheet
- Evaluation sheet

Cashier Module Minimum Features

- Fees Head creation.
- Admission Fees table creation
- Fees template creation
- Admission Fees received and reconciliation for bank transaction
- Regular Fees Collection
- Receipt Cancellation
- Payment voucher / Receipt voucher
- Concession adjustment

Reports

- Daily Collection statement /Periodical Collection statement
- Student Ledger Statement
- Due list
- Concession Register / Payment Register / Receipt Register
- Payment Register
- Daily Fund wise closing statement

Financial Accounting System

Minimum Features

- Integrated with student fees transaction.
- Asset Register & Depreciation Calculation
- Integrated with Library Management
- Fund Management
- Ledger Group Creation
- Ledger Master Creation
- Voucher Creation(Journal, Payment, Receipt, Purchase, Sales, Debit Note, Credit Note ,Contra)
- Department & Employee wise voucher posting
- Cash Book Entry
- Bank Reconciliation

Reports

- Fund Statement
- Cheque Register

- Bank Reconciliation.
- Ledger Statement / Voucher Statement / Journal Statement
- Voucher Register (Journal, Payment, Receipt, Purchase, Sales, Debit Note, Credit Note)
- Cash Book statement
- Receipt & Payment statement
- Income & Expenditure Statement
- Department Wise transaction statement
- Employee wise transaction statement
- Asset List / Depreciation statement
- Depreciation statement
- Trial Balance
- Balance Sheet

INSTRUCTIONS TO BIDDER

- ✓ The bidder must submit valid proof of documents pertaining to the bidders credential & experience at other eminent academic institutions.
- ✓ The bid should be valid for a minimum of 7 days from the date of submission of bids. The college authority may ask the bidders to extend the period of validity.
- ✓ Bidder while bidding should ensure that the brochure & specification sheet is submitted along with the Technical Bid.
- ✓ Any hidden cost which is later disclosed by the bidder will not be entertained and should be borne by the bidder itself ensuring business continuity and effective implementation of the initiative.
- ✓ The supply and installation of the service/software should start within 3 days of receiving the purchase order.
- ✓ In case of any discrepancy between rates mentioned in figures and words, the later shall prevail. If there is any discrepancy between the Unit Price and the Total Price, the Unit price will prevail.
- ✓ The bidder shall be evaluated on L1 Basis, provided that the bidder has sufficient credentials from reputed educational institutions.
- ✓ If the items / services supplied by the accepted bidder are not as per the specified model and specifications as mentioned in the tender document, the department reserves the right to reject them & close the contract.
- ✓ Any bid received by the tendering authority after the deadline for submission of bids prescribed by the Tendering Authority, will be rejected and/or returned unopened to the bidder.
- ✓ The tendering authority will award the work to the successful bidder, whose bid has been determined as the most competent bid provided further that the bidder is technically eligible.
- ✓ Bidders are advised to strictly submit the details of full specifications along with warranty period with technical bid.
- ✓ The bid should be submitted in two separate sealed envelope (technical bid and financial bid), combined into one bigger sealed envelope.

Chanda

Principal
BARUIPUR COLLEGE
 Purandarpur Math
 Baruiipur, 24 Pgs. (S)

Principal
 Baruiipur College