CITY COLLEGE
102/1 RAJA RAMMOHAN SARANI
KOLKATA 700 009

REFERENCE NO.....*207*.......................... DATED .....*8/5/19*.....INVITING

QUOTATIONS FOR ONLINE ADMISSION SYSTEM FOR ADMISSION TO UG COURSES (CBCS) FOR THE SESSION 2019-2020.

Sealed quotations are invited from reputed and bonafide Companies./Firms/Agencies/Service providers to provide Software for "Total Online Admission Procedure (CBCS)" for the session 2019-2020. The Job Specifications are as follows:

A. Online Application Form Generation & Submission.

a) The server must have the capacity to handle huge data involving a total of Forty-Thousand applications and it should remain open till the completion of the entire admission process.

b) A detail list of instructions will be provided to the applicant before the applicant starts filling the admission form (PDF)

c) The admission form must contain all details as required by the University and College, almost similar to the previous year. Any changes required have to be incorporated by the vendor.

d) The form will basically contain (i) a statement of some facts (like name, address, marks obtained at the previous examination etc) and (ii) some choices exercised by the applicant (like subjects to be taken up). Wherever a choice has to be made, only the relevant options should be activated and displayed via a drop-down menu and irrelevant alternatives should be de-activated.

e) In respect of some of information/choice exercised, there should be provision for repeating and confirming the same for avoiding/minimizing errors. Also, there should be a display option at the end of each **'step'** so that the applicant may see the detail filled in by him/her so far and **tick a box** verifying the same. Only after ticking, the next **'step'** should be activated.

f) Candidates must be provided with both online (with gateway provider) and offline (with bank Challan) mode of payment for application form.

g) According to the availability of seats, the whole process may have to be repeated a number of times.

B. Merit List Preparation and Publication.

a) Validation of the payment made by the applicant should be made from the concerned Bank.

b) Subject wise and category wise (General, SC, ST, PH, OBC) merit list to be prepared and published.

c) All merit lists, in appropriate format, as specified by the college, should be provided to the college.

C. Online Counseling.

a) SMS alert to all eligible candidates for online counseling (bulk SMS facility)

b) Design of Online Counseling System access to which will be granted based on the data provided by the candidate in the application form or any other system, eg., user id:- application No., password:- DOB.

c) A merit list of the willing candidates will be displayed, subject wise and category wise, after each phase of counseling.

d) SMS alert for first and subsequent admission orders.

e) Candidates must be provided with both online (with gateway provider) and offline (with bank Challan) mode for admission fee payment.

f) Real time integration with the Candidates admitted and validity of Online / Offline payments.

g) According to the availability of seats, the whole online counseling-cum-admission process may have to be repeated from (b) to (f).

D. Students' Register

a) Generation of Roll Numbers, subject wise, of the valid admitted candidates.

b) Subject wise Students Register to be provided at least one week before the commencement of the First Semester classes.

E. Identity Card of the Students.

Identity cards of the admitted students to be to be provided just before the commencement of the First Semester classes.

NOTE:- ADMISSION DATA SHOULD BE PROVIDED TO THE COLLEGE AS AND WHEN REQUIRED (BOTH HARD- & SOFT COPY)

INVITING QUOTATIONS FOR ONLINE REGISTRATION FOR ADMITTED STUDENTS TO UG COURSES (CBCS) FOR THE SESSION 2019-2020.

University Registration.

a) All data of the admission phase required for University Registration Process will be provided by the College.

b) Full control of the College to modify any detail of a candidate.

c) Providing Photo, Signature, Admit card, Mark sheets, Caste Certificate, etc, in format as notified by the University.

d) Read availability of the registration data as desired by the University.

e) Uploading of the registration form, in format, as desired by the University.

NOTE.   1. TWO SEPARATE SEALED QUOTATIONS FOR ONLINE ADMISSION SYSTEM AND UNIVERSITY REGISTRATION
2. THE SHORT LISTED VENDORS WILL BE REQUIRED TO GIVE A DEMO OF THE SOFTWARE QUOTED

ALL QUOTATIONS MUST REACH THE PRINCIPAL' S OFFICE BY 25TH MAY, 2019.

Sitalprasad Chattopadhyay

PRINCIPAL   07.05.2019
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