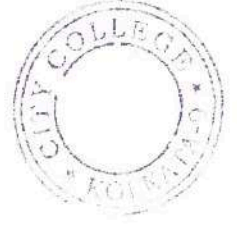# CITY COLLEGE

Affiliated to the University of Calcutta
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GST No. 19CALC00619D1DE

ESTD. 1881

Ref. No. ....

Date................................

DATE: 07.06.2023

INVITING QUOTATIONS FOR ONLINE ADMISSION SOFTWARE FOR <u>ADMISSION TO UG COURSES (CBCS)FOR THE SESSION 2023-24.</u>

Sealed quotations are invited from reputed and bona fide Companies/Firms/Agencies/Service providers to provide Software for "Total Online Admission-cum-registration Procedure" for the session 2023-2024. The specification of work is as follows:

A.   <u>Online Application Form Generation & Submission.</u>

a) A detail list of instructions will have to be provided to the applicant before the applicant starts filling the admission form.

b) The admission form must contain all details as required by the University of Calcutta and College for the purpose of admission to 1st semester classes.

c) 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. **All Major candidates must fill up the Generic subject to be studied in each of the semesters in correct sequence to avoid future confusion.**

d) 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.

e) Candidates must be provided with online mode of payment (with gateway provider) for each application form.

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

g) **The Government of West Bengal and the University of Calcutta often revise their guidelines and instruct the Colleges to reopen the admission portal after the same has been closed as per their earlier guidelines. Under such circumstances, the admission portal shall have to be re-opened and all functions to be started afresh. It may be noted that this may occur a number of times and must be carried out without any extra cost.**

h) The server must have the capacity to handle large data (involving more than twenty thousand applications) andtextual data and image data (jpg, PDF).

i) A detailed list of instructions to be provided to the applicant before he/she initiates the application process.

j) In view of the introduction of 4 years degree course, the criteria laid in this tender may be revised time to time on the basis of the GO published by Higher Education Dept., Govt. of WB / University of Calcutta or any other competent body. Vendor will be liable to implement the above said revisions in the admission portal without any extra cost.

k) Following information must be collected from the applicants on a mandatory basis: AADHAR No., Own Mobile No., Guardian's Mobile No., Annual Family Income in exact figure, HS best of four marks, HS marks %.

B. Merit List Preparation and Publication.

a) Subject wise and category wise (General, EWS, SC, ST, PH, OBC – A and OBC - B) merit lists are to be prepared and published as per our notified time schedule.

b) SMS alert to the valid candidates for admission (bulk SMS facility).

c) All merit lists, in the notified format, should be provided to the college.

d) A proper tie-breaking formula should be incorporated in the software in consultation with the College to address the issue of tied scores among candidates.

e) It is observed that many candidates submit multiple applications for the same subject/ course and even pay the application fee. It is desirable that the system identifies and rejects all but the last application in such cases to avoid problems during preparation of admits order.

C. Online Counseling & Admission.

a) SMS alert to all eligible candidates for online counseling (bulk SMS facility) in different phases as advised by the College authority.

b) Design of the 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, for example, user id: application id, password: Date of Birth.

c) Display of all the subjects a valid candidate has applied for before proceeding with counseling (to avoid errors in view of the fact that a candidate may apply for multiple subjects/courses).

d) A valid system by which the candidate will communicate with the College authority to confirm whether he/she is willing to be admitted (subject wise).

e) A merit list will be displayed, subject wise and category wise, of the candidates who are willing to take admission within a stipulated date and time.

f) Candidates must be provided with online (with gateway provider) mode for admission fee payment.

g) Real time integration with the Candidates admitted and validity of Online payments.

h) **The whole online counseling-cum-admission process may have to be repeated a number of times according to the availability of seats and issue of fresh Government/University notifications.**

D. Online Cancellation

a) Since physical presence of candidates cannot be permitted in Colleges under any circumstances, a system of online cancellation of admission should be incorporated.

b) Candidates intending to cancel will be required to enter their user id and a password (say, first three letters of mother's name along with the candidate's own DoB) in order to get access to the cancellation facility.

c) The College should be provided with (detailed subject wise and category wise) cancellation details in order to recalculate the actual vacancy situation.

E. Students' Register

a) Generation of Roll Numbers (subject wise) of the valid admitted candidates. While preparing the register, due care should be taken about the fact that while there are only four General courses, all the Students (having Honours) have to take up two General subjects as well. So all the General classes have two categories of students who are under a General stream and students from different Honours subjects.

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

F. Identity Card of the Students.

Identity cards of the admitted students to be provided (soft copy only) before the commencement of the FirstSemester classes as per requirement specified by the College.

G. University Registration.

a) All the data required for the University Registration Process should be collected at the time of onlineapplication by a candidate.

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

c) Providing Photo, Signature, Mark sheets, etc, in format as stipulated by the University.

d) As the candidates often commit errors during online submission of application form, the College should be provided with a soft copy of the application form of each candidate, so that necessary corrections can be made beforesubmission to the University authorities.

e) Uploading of the registration form, in format, as stipulated by the University.Salient Points to be noted

A. The application process should be made user–friendly and steps introduced to make it as error free aspossible.

B. The application-cum-admission process (including online counseling and cancellation) may have to berepeated a number of times as per government/University/College notice.

C. A user-friendly online counseling system should be provided

D. A user-friendly and secure (OTP-generation) online cancellation system should be provided

E. Roll numbers should be generated and students' register to be provided to the College one week before commencement of classes.

F. Students' identity cards should be provided before commencement of classes.

G. Registration process should involve a prior step for correction of errors made by the candidate at thetime of application

NOTE. Two separate sealed envelopes should be submitted to the college authority (1) price quotations for online admission, identity card preparation and university registration, & (2) description of experience & credentials. Theprice quotations shall be opened only after the college authority is satisfied regarding (2) above.

A DETAILED DEMONSTRATION OF THE SYSTEM DEVELOPED BY THE VENDOR WILL BE VIEWED BY THECOLLEGE AUTHORITY BEFORE OPENING OF PRICE QUOTATION AND VENDOR SELECTION

ALL QUOTATIONS MUST REACH THE PRINCIPAL' S OFFICE BY JUNE 15, 2023 (Thursday)

Sd.

Sital prasad Chattopadhyay
07/06/2023 Principal
City College, Kolkata-9

Principal
CITY COLLEGE
KOL-9