

## TEZPUR UNIVERSITY: TEZPUR ( NAPAAM)

### TENDER NOTICE

No. TU/11-24/Pur/Qtn/2017-18/3193-A

Dated 27<sup>th</sup> October, 2017

(Online Admission)

Sealed tenders are invited from the reputed registered companies/parties dealing with software solutions of academic institutions/universities for providing following integrated responsive and mobile friendly software and services related to admission to various academic programmes for the academic year 2018-19:

1. Submission of Online applications by the candidates
2. Payment module for application fee collection (through ATM/Debit/Credit Card, Bank transfer)
3. Candidate lists, attendance sheet, admit card generation and printing as per University's specification
4. Preparation/Importing Merit list
5. Department wise, programme wise Online counselling/admission
6. Post admission data management (porting admitted students' detailed data for usage in academic section)

The schedule of different activities-

- |                                |  |
|--------------------------------|--|
| a) Online application duration | - 15 <sup>th</sup> of February to 6 <sup>th</sup> of April, 2018 |
| b) Entrance Test               | - 8 <sup>th</sup> - 10 <sup>th</sup> June, 2018 ( tentative)     |
| c) Entrance Test Results       | - on or before 15 <sup>th</sup> of June, 2018                    |
| d) Counselling and Admission   | - from 10 <sup>th</sup> of July, 2018 onwards                    |

The technical bid along with (i) an EMD (in the form of Demand Draft/Call Deposit/FDR) of Rs. 5000/- (Rupees five thousand only) drawn in favour of the Registrar, Tezpur University payable at Tezpur and (ii) a non-refundable participation fee of Rs. 3000/- (Rupees three thousand only) may be dropped in the tender box in the Office of the Registrar, Tezpur University, Napaam on or before 5.00 pm. on 10<sup>th</sup> November, 2017. The bidders will be invited for demonstrations/presentation of their software solution in the University at a convenient date and selected bidders based on their demonstration / presentation of their software will be informed to submit their financial bid in sealed envelopes. The companies/parties should quote the cost of the software and GST separately. The University reserves the right to cancel any or all the tenders without assigning reason thereof.

#### Detailed Specification of the Work

1. Creation and maintenance of TUEE (Tezpur University Entrance Examination) home page and an administrative control panel for entrance examination and admission related activities of the University.
2. Online application form should contain detailed information of the applicants required for admission (specifications to be provided by the University).

3. There should be a provision to check the eligibility criteria by the candidates after selection of the programme before proceeding for filling up the form.
4. The system should seamlessly integrate with online fee payment gateway and validation of payment of application fees.
5. An applicant should be able to view and take print out of the submitted form and application payment receipt and admit card multiple times.
6. The online application forms will have to be available on the website in three tentative phased manners :
  - a) All programmes including Ph.D. (except MBA programme): 15<sup>th</sup> February to 6<sup>th</sup> of April, 2018).
  - b) MBA programme, 2018 : From 8<sup>th</sup> October to 30<sup>th</sup> January, 2018
  - c) Ph.D. Spring Semester, 2019 : From 15<sup>th</sup> October to 15<sup>th</sup> of November, 2018
7. There will be 72 programmes ranging from Certificate to PhD ( however, the number is likely to vary) .
8. Special provision for submission of the online application and payment of application fees for the following category of candidates during their admission process should also be made available
  - M.Sc. in MBBT,
  - Certificate in Chinese,
  - B.Tech. programmes (selected through CSAB), and
  - candidates nominated by the AICTE under Prime Minister Special Scholarship scheme
  - foreign students
  - any other category specified by the university
9. The online application forms for all programmes shall also be made available from time to time for special admission for vacant reserved category seats as per the rules of the University.
10. Conduct of online entrance examination will be out of scope of this tender.
11. The software must have the provision for verification of applicants during registration through e-mail and SMS.
12. The software must have facility of uploading signature, photograph, and relevant certificates of the applicants with online resizing facility.
13. Counselling along with verification of the documents of the selected candidates and admission will take place in the respective departments in the decentralized form. The selected party will be required to extend its software to all the departments for additional data entry of the selected candidates. Admission Record is to be generated by the software for the admitted candidates.
14. The system should support the importing admitted students' data to the existing database of the University.
15. The portal should provide other supports such as interactive model questions (optional), transmission of entrance test related information and documents, application status inquiry etc. to the applicants.
16. To maintain the online portal in secured cloud server or a dedicated server for the entire duration of the contract.
17. The selected party has to provide a technical person on the University campus at least 15 days prior to and after opening of the online admission form.

18. The selected party will be required to provide helpline support to the applicants as regards to technical difficulties faced by them.
19. Prospectus will be required to be placed on the portal which should be in HTML and pdf format. A candidate applying for a specific programme is to get information related to the department offering that programme only, apart from the general information.
20. After the end of the admission process, the admission data are to be handed over to the University in a specified format.

Sd/- Registrar