



Sidho-Kanho-Birsha University

Purulia

Memo no. FO/2305/SKBU/2020

Date: 16.10.2020

Notice inviting QUOTATION

Sealed quotation is hereby invited from the eligible bidders for the development and maintenance of admission portal for diploma course in different streams for admission to Sidho-Kanho-Birsha University, Purulia as per following terms and conditions:

QUOTATIONER should submit sealed quotation with following particulars:

1. Name and address with contact number of bidder
2. Proof of previous experience
3. GST certificate
4. Photo copy of pan
5. Satisfaction certificate from previously served clients (minimum 4)

Terms and condition :(Summary)

1. Separate admission url with admission logo and University name
2. Notice board at landing page
3. Clean and hassle free responsive UI for admission
4. Auto refund for extra payments
5. Integration to existing website
6. Flexible to use any gateway
7. Full data base to be supplied to university with Source code
8. Secure url with https certificate
9. Unlimited bandwidth in url
10. Unlimited storage in hosting
11. Auto adjust and compression of images (candidate photo and signature)
12. Support line for candidates (with phone number from provider)
13. Live chat supports for candidates (from service provider)

14. Support to university in person when needed
15. Data update option through log in for students before publication of merit list
16. Step by step email and message intimation to candidates
17. Well organized student's data table
18. Admin panel for SKBU
19. Notice upload and edit option at admin panel
20. Any time data download in admin panel with custom field selection option
21. Option to Communication in bulk and individual candidate through email and sms in admin panel
22. Custom email id (one)
23. Mail server
24. Merit list generate and publish option in admin panel
25. Applicant's Data verification and modification at any time through admin log in
26. Data encryption

NB: The admission Criteria and Other details will be provided to selected vendors.

PG Diploma/Diploma/Certificates Online Admission – System with specifications:

PHASE I – Online Admission Form generation and submission

1. Application Form & Brochure can be download at free of cost in pdf format from the University website.
2. The online admission form should contain the details like name, date of birth, guardian's name, address, courses applied for etc. and all other usual details. Each course has different criteria hence input field /data vary accordingly.
3. A student can apply only as per eligibility criteria fixed by the University. Each applicant is to use **separate form** for each course group. The online form submission shall be closed after a particular date, as to be fixed by the University.
4. The eligibility criteria fixed for each course by the University need to be strictly observed during the process of submission of forms itself. The criteria for each

course (including criteria for reserved categories like SC/ST/OBC-A/OBC- B/PwD) will be notified in Booklet and shall be incorporated in the software.

5. There should be a provision for payment of necessary application fees as prescribed by the University through the Payment Gateway or University Fee Collection portal. The University may use their existing Payment Gateway.
6. A student should be able to take print out of submitted form and the prescribed Challan/ Payment Receipt any number of times. The Form No. and the date of birth have to be keyed in to get the Print out of the form/ challan.

PHASE II – Merit List Preparation and publication

1. The merit list will be prepared based on the criteria specified by the University, which will be informed during the order of processing.
2. The Merit List will be published on a particular date and time, as specified by the University on admission website.

PHASE III – Online Counseling & Online Admission

1. The student should be able to provide their preferences/choices for course.
2. Preparation of allotment list based on the preferences/choices, merit *etc.* Generation of allotment memo and Reporting status displayed.
3. If the student does not take admission after a particular time period (e.g. 2 days)/as specified by the University, his/her name will be struck off from the merit list.
4. When a student pays the admission fees, his/her seat should be reserved for that course.

PHASE IV – Payment Status

1. The students should be able to pay online admission fees and can check their payment status within a stipulated time (e.g. 2 days after bank deposit) by logging into the system.
2. A Paid List may be generated to nullify the error margin.

PHASE V – University Reporting

After successful seat allocation student has to Report to the University during their admission period/ within 5 days of commencement of class (subject to the decision of the University) otherwise his/her admission will be cancelled automatically.

NOTE:

1. The Company/Agency/ Firm has to carry out the entire Installation Process etc. including domain and hosting on their own.

2. Design, development and installation customization time should be mentioned clearly.
3. The online admission website should be up and running for 24×7 and adequate bandwidth should be provided. The online form should be compatible with all popular browsers like Firefox/ Google Chrome/ Internet Explorer/Opera etc.
4. The University should have an access to the overviews of the submitted form details (form no, selection of course, student name, challan number etc) in xls/ cvs/ txt/pdf format at any point of time during the admission process.
 1. The Bidder has to provide a backup of all the data submitted by the students (eligible and non-eligible, enlisted and non-enlisted) at the end of the session in xls/ cvs/ txt format.
 2. Client's list of experience/ credential is also required for selection.

Online Admission Management: Features:

3. Provision for **configurable application form**. The Form shall support **Data Validation, Multiple Languages** and other attributes required by the University.
4. Provision for **Online payment**. Application Forms should be able to seamlessly integrate with all major payment gateways.
5. Provision to **generate unique login ID, password and application ID** as per the institute's naming nomenclature, for an applicant.
6. Provision to log-in to any submitted application for viewing the summary of details filled in and to manage password if required.
7. Provision for the applicant as well as the University to take print outs of the filled-in application.
8. Provision of a back office interface that allows University users to fill up application on behalf of applicants.
9. Provision to send scheduled and spontaneous notifications (SMS, Email) to applicants based on their stage in the application process.

10. Provision to allow the applicant to fill up the application form in single as well as multiple sessions. Applicant may first register and subsequently fill up the application in multiple instances, starting from where he left in the previous session.
11. Provision to scrutinize applications and perform actions to change the status of the application like Approve/Reject/On Hold/Send for Correction etc.
12. Provision to view audit log of actions performed by the candidates or administrator on a submitted application.
13. Provision to set **start dates** and **end dates** for online applications for Candidates on Application Submit, Edit and Login actions.
14. Provision to view details of payment failure applications, update / re-activate payment failure applications.
15. Provision to generate customized analytics in graphical format. Example: applicant count based on **courses, category** etc.
16. Provision to download **Images/Signature/Payment reconciliation** details in bulk of the applicants.
17. Provision to validate **mobile number/ email id** of the applicants using **One Time Password (OTP)/ Verification link**.
18. Provision to view application forms on mobile platform in a seamless manner.
19. **SMS** and **e-mail** communication capability to connect to students.
20. Provision for performing "**Bulk Actions**" like bulk application processing and rejection.
21. Provision for adjusting fees of students in a dynamic manner during batch/course change.
22. **Restricting admission** of a student based on certain parameters like ambiguous data input, non-submission of fees etc. in a dynamic manner.

23. **SMS alert** for mobile verification & after successful registration & admission.
24. User manual for website navigation; live support for any query.
25. Controlled student admission based on seats availability.
26. Create various **fees structure** for **various courses**.
- Provision to capture scanned image copies of: photographs, signatures, thumb impressions, Mark sheet, Certificates etc. Uploading of PDF/jpg documents like **Mark sheet** and all relevant **Certificates**, Category Certificate (SC/ST/OBC-A/OBC-B, PwD etc). shall also be supported.
 - Course change and fees adjustment handling.
 - Printout of application and challan/Payment Receipt on successful submission.
 - Duplicate printout of application and challan/ Payment receipt on successful submission.
 - Challan/ Payment Receipt creation (1 Copy Student + 1 Copy University +1 Copy Bank).
 - SMS intimation on publication of merit list, payment received, cancellation (if any) etc.
 - Editing option of the applicant till closing date by the University.
 - Course wise Counseling list generation as First /Second/Third...*n* list for admission.
 - Set course and category wise seat availability and filled up.

Phases of Delivery:

● **Form Design Phase**

- Designing of the forms with complete flexibility of fields and workflows.
- Multi-staged payments or form submissions can also be built as per requirement.
- Customized summary/admit cards/receipt generation.

- Landing page design for the Application portal.
- Validation analysis for all fields and desired workflow structure.
- **Development Phase**
- Form development with required validation for all desired fields.
- Integration of payment solution - both online & offline payment options.
- Development of Cash Challan.
- Admin dashboard with the desired reports and filters.
- Summary of documents needed for auto process.

- **Testing Phase**

- All field validation testing.
- Workflow testing.
- Payment processing test.
- Multiple device compatibility testing.
- Web - Chrome, Firefox & IE.
- Mobile - Android, iPhone, Windows.

Model/Field/Logic subject to change according to the requirement of the University /Govt. Order, Rules & Regulations.

Quotation to be submitted to:

**The Registrar
Sidho Kanho Birsha University,
Ranchi Road, PO- Sainik School
Purulia- 723104**

Last date of submission of Quotation on or before: 03-11-2020

Date of opening of Quotation:04-11-2020

Registrar