

Kbfr 19.3.16
Teacher-in-charge
LALBABA COLLEGE



Ref.....

Date.....201

TENDER NO. 299/Tender (Admission)/15-16 DTD. 19/3/16.

TENDER NOTICE FOR ON-LINE MERIT BASED ADMISSION SYSTEM

Tenders are invited from eligible bidders for undertaking on-line Merit based Admission System in the college for 1st year Degree Classes in the Session: 2016-17. They should submit their tenders in strict confidence on or before 31/3/16. The said 'On-line Admission' must adhere to the following specific requirements along with usual support:-

(1)	Tying up with Bank for depositing Registration Fee & Admission Fee as per college schedule/proforma ;
(2)	Wide publicity of important dates, information and notices of admission process ;
(3)	Publishing of detailed advisory on various modalities/steps involved in preparation of all types of merit list / counselling for admission ;
(4)	Uploading of the college prospectus along with intake capacity, reservation schedule, vacancy list, notification, important dates & schedule ;
(5)	Application Form fill-up on payment of Registration Fee ;
(6)	Provision for Payment of Registration Fees through on-line (ATM, Debit card, Mobile or e-banking/Net Banking) or off-line payment after generating e-challan at any branch of scheduled Bank counter ;
(7)	Sending of Unique Registration ID through SMS/e-mail to those students who has paid off Registration Fees ;
(8)	To provide daily report for submission of registration fees subject-wise and category-wise ;
(9)	Uploading of stamp-sized colour photo & signature, H.S. Mark-sheet, Age proof Certificate and Caste Certificate (if any) ;
(10)	Generation of Provisional Merit-List (1 st , 2 nd & 3 rd) and subsequent List(s) for Admission as per availability of seats ;
(11)	Generation of e-challan for on-line payment/off-line payment towards Admission Fees with all break-up as per college data-base ;
(12)	Generation of Student ID after depositing of College Admission Fees and informing the said Student ID through SMS/e-mail for successful admission ;
(13)	Incorporation of Students' Data into the existing college software as per college data base, after admission ;
(14)	Notification of date for admission in respect of 1 st , 2 nd , 3 rd Merit List(s) and subsequent list(s), if any.
(15)	Preparation of Identity Card of the students admitted ;
(16)	To provide detailed admission report (subject-wise, date-wise & category-wise) as and when required by the college authority ;
(17)	Any other requirement/modification, as required by the college authority on emergencies ;
(18)	To continue with the entire admission process till completion of the admission procedure as per guideline of C.U./Higher Education Deptt., Govt.of W.B. and college norms.
(19)	Tender rate should be quoted inclusive of all cost along with VAT.
(20)	To provide final Admission Report after completion of admission : 2016-17 ;

N.B: carefully to be noted that submission of demo. by 20th April, 2016 is mandatory.