

# The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata 700073

[Established by the Act No. XXXIII of 2015; Vide WB Govt. Notification No 187-L, Dated- 19.02.2016]

<https://www.sanskritcollegeanduniversity.ac.in>

**Memo No: EST/R.O/SCU/065(Tender)/2023/0612**

**Dated: 03.08.2023**

**Notice inviting Quotation for Maintenance of Website and Online Post-graduate (PG) Admission  
Process for the Academic Year 2023-24 of the Sanskrit College and University, Kolkata.**

**Tender Number – NIQ/R.O/2023/1**

**Date: 03.08.2023**

The Sanskrit College and University Authority intends to take services from firms/agencies having experience of developing and maintaining websites, for maintenance and overall management of its website including online UG/PG/PhD admission as per Department of Higher Education, Government of West Bengal guidelines and regulations from time to time.

The website of the Sanskrit College and University, 1, Bankim Chatterjee Street, Kolkata - 700073 can be accessed at <https://www.sanskritcollegeanduniversity.ac.in>. The website provides specified extent of information through various sections/web pages. The site also provides information related to admission of PG students from the point of application, stages of admission with procedural details for necessary compliance for interested student applicants of the Sanskrit College and University.

## **Scope of Works**

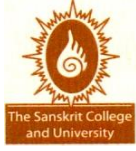
The scope of work includes regular maintenance especially during the process of admission of students under PG and updating of the website. Details of various elements of the scope of work are as follows:

### **Part-A : Website Maintenance**

#### **1. Maintenance of University Website.**

The website Maintenance would include updating of content of all existing pages and designing new pages as per the requirement of the Department. It would also include the uploading of images/texts and all type of work as instructed by the Competent Authority of the Department from time to time.

- 2. Add more feature in the Content Management System (CMS) of the website (as and when required).**
- 3. Publishing of Notice ,Tender etc. on the website as per instruction of the Department.**
- 4. Making Change in the source code of the website (as and when required).**
- 5. Updating of data elements on existing pages.**
- 6. Designing and/or updating and publishing of new or revised pages.**
- 7. Addressing all the errors regarding the websites and their rectifications.**
- 8. Various types of content should be delivered through the Websites. The Indicative content types may be PDF documents, Images, Photographs etc.**



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9. Support for shifting of websites from shared hosting to cloud hosting.(if required).
10. Disaster recovery at the time of breakdown.
11. 24 X 7 support on call/ physical attendance of the support person (including of Saturday / Sunday during emergency).

## **Part-B : Online Admission process for PG Courses (to be functional by 25/08/2023)**

Scope of Work
PG Online Student Admission (2023-2024):
a) Online Capturing of Students application data for both ( i ) Kolkata & ( ii ) Nabadwip campus
b) Filtering data for preparation of Merit Lists
c) Fee receipt option
d) Receipt of Completed applications phase-wise ( 1 <sup>st</sup> Merit List, 2 <sup>nd</sup> Merit List, Mop-up Round)
e) Re-opening for additional applications, if/as required
f) Corresponding data capturing to provide final list of students

### **Tender submission Process**

Tender is invited in **Two Bid system** i.e. Technical Bid and Financial Bid showing Part-A and Part-B separately.

The sealed Tender paper is to be deposited **into locked drop box placed at the office of the Registrar, the Sanskrit College and University, 1, Bankim Chatterjee Street, Kolkata, West Bengal, Pin code -700073 as per Point no. (K) , being the last point of the document (before Bid Formats).**

<b>Start date &amp; time for submission of Tender</b>	<b>:</b>	<b>03.08.2023.</b>
<b>Close Date for submission of Tender</b>	<b>:</b>	<b>10.08.2023.</b>
<b>Technical Bid Opening Date &amp; Time</b>	<b>:</b>	<b>11.08.2023 at 3p.m.</b>
<b>Financial Bid Opening Date &amp; Time</b>	<b>:</b>	<b>To be announced</b>



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## **TECHNICAL INFORMATION AND UNDERTAKING:**

### **Essential Documents to be attached:**

- i. Xerox copy of PAN & GST Certificate.
- ii. Duly signed copy of Tender Document by the authorized person of the bidder.
- iii. The firm should be registered and should have existence of at least 5 years as on date.
- iv. The firm should have the experience of working with **West Bengal University/College dealing with Online PG admission process for at least 2 years**. Copies of the experience certificates should be self- attested and enclosed with the Financial Bid.
- v. A certificate to be submitted from the firm that the firm has not been debarred for award of contract during past 5 years.
- vi. Certified copy of Income tax returns for last 3 years (2019-20, 2020-21 and 2021-22).
- vii. Certificate from the Auditor mentioning that minimum annual turnover of Rs.10 lakhs each year continuously (2019-20, 2020-21 and 2021-22).
- viii. Name, Address, Contact No., designation/capacity of the authorized person who has been assigned on behalf of the firm for signing the tender document on plain paper.
- ix. All the documents including Tender document must be self-attested by authorized person.

***Note: All the essential documents mentioned at Sl. No.( i) to ( viii) are mandatory for qualifying the Bidding process.***

Any application received after the last date and time for submission for the same, shall be summarily rejected.

### **Award of Contract:**

Award of contract will be done on evaluation of 2 (two) Bid system.

First Technical Bid to be evaluated and thereafter, the Financial Bid will be opened for the bidders found suitable at Technical Bid.

An agreement is to be entered into in between the authorized person of the Sanskrit College and University and selected bidder (henceforth to be called Agency) within 10 days of the work order.

The Agency has also to deposit Rs. 10,000/- as Security Deposit (Refundable on successful execution/completion of tasks) in the form of BG/DD in favor of the Registrar, The Sanskrit College and University.

### **Other Terms and Conditions**

- a. The Bidder shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment/contract without the express written consent of the University. Failing which Tender awarded may be cancelled and legal action as deemed fit may be taken/initiated.



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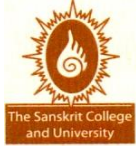
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- b. The Bidder's rate should remain same & valid for a period of contract, as stated under point no. ( g ) below, from the date of acceptance of contract on successful award of the same.
- c. No terms and conditions other than as stipulated above will be entertained. Tenders without acceptance of the terms and conditions stipulated above are liable to be rejected forthwith without any clarification.
- d. The Bidder/Vendor shall ensure the compliance of all Statutory Acts and rules. The University shall not be liable for any financial burden/ liability due to negligence by the Vendor or his failure to comply with applicable Laws or any other Statutory Acts/Rules as per notifications issued from Government of India/West Bengal from time to time.
- e. The Sanskrit College and University Authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- f. All disputes relating to this tender shall be referred to sole arbitrator to be appointed by the Sanskrit College and University Authority whose decision will be binding on both the parties.
- g. The work contract is for 1(one) year initially and may be extended for another 3 (three) years based on work performance of the firm succeeded in getting award of contract at the same rate/cost and same terms & conditions.
1. The successful bidder will depute one authorized developer to resolve the issues at any time as per requirement of the Department.
- h. All disputes arising out of this tender shall be subjected to jurisdiction of Courts at Kolkata.
- i. Payment would be made (For Part-A) on Monthly basis against submission of bill for Website Maintenance and (For Part-B) within 15 working days on completion of whole process of PG2023 admission with final submission of students data ( applied & admitted with internal changes, if any due to department transfer, etc)
- j. **Bids (i.e. Technical & Financial) in 2 different sealed envelopes super-scribing the type of Bid ( i.e. Technical or Financial) with Tender No. & Date, addressed to the undersigned and clearly writing the particulars of vendor; have be contained in Final Sealed Envelope super scribing the Tendor No. with Date addressed to the undersigned and clearly writing the particulars of vendor to be submitted between 12 noon and 3 pm on working days (Monday to Friday except intervening holidays) within last date of 10<sup>th</sup> August,2023**

Dated : 3<sup>rd</sup> August, 2023

sd/-  
(Registrar)  
The Sanskrit College and University



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## **QUOTATION FOR WEBSITE MAINTENANCE & PG 2023 ONLINE ADMISSION PROCESS of THE SANSKRIT COLLEGE AND UNIVERSITY, KOLKATA**

### **TECHNICAL BID**

1. Name and Address of the Tenderer Organization/Agency with Phone number, e-mail and Name and Telephone Number of the contact person	
2. Experience in the work of providing Software related services to various organization, <b>particularly to WB Institutions of Higher Learning</b> (Attach certificates, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last 5 years	
3. Registration particulars of the establishment with the Government (please give details with document/evidence)	
4. Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for performance of job for SCU	
5. Please attach copy of last return of Income Tax	
6. PAN Number (please attach copy)	
7. GST No. (please attach copy)	
8. Trade Licence No.	
9. GST Registration Number	

### **Declaration by the Tenderer:**

This is to certify that I / We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves to abide by them.

**Date:**

**(Signature of the Tenderer with seal)**

**Name:**

**Seal:**

**Address:**

**Phone No. (0):**



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### **FINANCIAL BID**

<b>Particulars</b>	<b>Basis of Charge</b>	<b>Amount (in Rs.)</b>
Website Maintenance	Per Month	
PG 2023 Online Admission Process for both campuses ( Kolkata & Nabadwip)	Consolidated	
Taxes Applicable	: Rate chargeable	(in %)

### **Declaration by the Tenderer:**

This is to certify that I / We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves to abide by them.

**Note: i) No other charges would be payable by SCU.**

**ii) There would be no increase in rates during the contract period except provision under the terms and conditions.**

**Date:**

**(Signature of the Tenderer with seal)**

**Name:**

**Seal:**

**Address:**

**Phone No.:**