



Tender Notice

Sealed quotations (mentioning the tender ref. no along with the last date of submission of the tender on the envelope) are invited from the reputed manufacturers, suppliers and vendors for Design and Implementation of an ICT-based system for managing BOS, of Vidyasagar University. The quotations are to be submitted only to the **Finance Officer, Vidyasagar University, Paschim Medinipur- 721102. Last date of submission of quotation is on 01/08/2025.**

Eligibility criterion of participation in the tender:

- a) Bonafide, resourceful and reliable Vendors.
- b) An undertaking should be given stating thereby that the firm has not been debarred or penalized for any reasons out of work by any Government Department.
- c) Subletting of suppliers is strictly prohibited.
- d) The prospective bidders must have valid upto date submission of Income Tax return, Professional Tax clearance certificate, PAN Card, GST registration certificate. (Enclose latest copies).
- e) The suppliers who have been delisted or debarred by any government department shall not be eligible in any way.
- f) Past performance for vendor will be judged (please attached three largest clients other than the Vidyasagar University).
- g) Rate is to be inclusive of all taxes and transport charges etc.
- h) The University reserves the right to accept or reject any quotation without assigning any reason whatsoever.
- i) Tender remains valid for six months.

Tender Notice for Design and Implementation of an ICT-based system for managing BOS, appointment letters for confidential assignments, and payments for various examination related activities.

Vidyasagar University, established in 1981 and located in Midnapore, West Bengal, is a state university recognized by the University Grants Commission (UGC). It administers academic programs in certificate, diploma, undergraduate, postgraduate and doctoral levels through its campus departments and its affiliated colleges.

To ensure accuracy, security and efficiency, the university seeks the bidder to design, develop and deploy (hosting) the integrated Software Modules for Exam management at the University with latest security standards. Key technical requirements include:

- 1) Management of Faculty Master Data
- 2) Management of Syllabus
- 3) Online Management of the Meeting of Board of Studies
- 4) Sending and Management of Confidential Assignments
- 5) Payment Management related to Confidential Assignments
- 6) Online Result Publishing System
- 7) General Features

Detail requirements of the Software:

- 1) Management of Faculty Master Data
 - ❖ Secure login for each affiliated college and faculty
 - ❖ Add/Edit affiliated college profiles with necessary details
 - ❖ Add/Edit faculty data across all affiliated colleges as well as other colleges/institutions
 - ❖ Submit examination-related bills online (with auto-categorization by role)
 - ❖ Track payment/payout status
 - ❖ Import/Export of the data as per requirements
 - ❖ Report preparation as per the requirement
- 2) Management of Syllabus
 - ❖ Uploading and management of syllabus with version control
 - ❖ Linking of the effective syllabus as per the academic session
- 3) Online Management of the Meeting of Board of Studies
 - ❖ Create and manage examinations (Semester, Practical, Viva, etc.)
 - ❖ Add/manage papers under each examination with attached syllabus
 - ❖ Role allocation engine for assigning duties
- 4) Sending intimation and Management of Confidential Assignments
 - ❖ Release of appointment letters for allotted assignments with required attachments (through email / print format with auto generated letter no)

- ❖ The system shall keep the track of receiving manuscripts from each examiners and may send Alert/reminder as and when necessary .
 - ❖ Centralized dashboard for tracking issued, accepted and pending appointments
- 5) Payment Management related to Confidential Assignments
- ❖ Payout management for different roles, including tracking and approval
- 6) Online Result Publishing System
- ❖ Import/Export of the result data
 - ❖ View of the result by the candidates based on specific data
 - ❖ Management of the result data
- 7) General Features
- ❖ Centralized web-based platform with role-based two-factor authentication of users
 - ❖ Create & manage custom email templates
 - ❖ One-click email dispatch:
 - To all role holders of a specific examination
 - To affiliated colleges regarding specific events or notices
 - Duty confirmation tracker (e.g., Paper Setter confirms submission)
 - ❖ Compliance with data security standards
 - ❖ Audit trail and activity logs for transparency and accountability
 - ❖ Mobile-friendly interface and user notifications via email/SMS with message delivery status (including logs)
 - ❖ User training, technical support provisions (including the modification and maintenance of the software as per the user requirement during the active subscription period)

NOTE:

1. The selected Company/Agency/Firm will be responsible for the complete installation process, including procurement and configuration of domain and hosting services.
2. The bidder shall specify First Year Cost including customization, setup, hosting and support and there after Annual Renewal/Maintenance Cost (including support) (from 2nd year onwards) separately.
3. The bidder must clearly specify the time required for design, development, installation and customization of the system. Adherence to the proposed timeline is mandatory.
4. The online system must be operational 24×7 with adequate server bandwidth to handle concurrent users without downtime.
5. The system must be fully compatible with all major web browsers, including Firefox, Google Chrome, Internet Explorer, Opera, and others.
6. The University must be able to access all required reports at any time, in downloadable formats such as .xlsx, .csv and .pdf.

7. At the end of each academic session, the bidder must provide a complete backup of all data in .xlsx, .csv, and .pdf formats to the University.
8. The system should be designed with flexibility to accommodate changes in data models, fields, or business logic as per requirements of the University, Government Orders, or applicable Rules and Regulations.

(Finance Officer)