Notice inviting Expression of Interest from Professional Firms for "Web-based **Academic Information System** of Jalpaiguri Government Engineering (JGEC) College"

Ref. no. JGEC/CPC/Academic information/2022/2023-4 Dated: 23.05.2023

India's leading institution for high-quality technical education is Jalpaiguri Government Engineering College (JGEC). The college, which was founded in 1961, has so far sent out numerous skilled engineers. It has the distinction of being West Bengal's second-oldest engineering college. It is an autonomous college that is totally owned by the West Bengal government. and affiliated to Maulana Abul Kalam Azad University of Technology. At present, the Institute offers six UG courses (CE, CSE, ECE, EE, IT & ME) and two PG courses (EE & ME) in the field of technology/engineering. www.jgec.ac.in is the official website of Jalpaiguri Government Engineering College. With the rapid advancement of the internet and mobile technologies, website access from mobile devices has increased. This has resulted in need to redesign/upgrade the JGEC website so that it is rich in content and is accessible across a variety of devices like tablets, laptops, mobiles, and desktops.

The College invites sealed quotations for **price per unit**(including all taxes) from reputed Companies / Suppliers / Service provider/ dealers/ agencies for **Academic Information System of** Jalpaiguri Government Engineering (JGEC) College. It is to be noted that the cumulative price including all taxes in the purchase order (to be awarded to the evaluated bidder as per rule/norms) must be less than Rupees one Lakh (Rs. 1,00,000/-) from interested Companies / Suppliers / Service provider /Agencies may submit their Quotations / bid documents in the prescribed format.

1. Scope of work:
  a. JGEC seeks the services of a professional firm for the "web-based academic Information System of Jalpaiguri Government Engineering (JGEC) College"   **for the following scope of work:**
  o **Principal**
    ✓ **Login id [All information must be generated by the Principal]**

FUNCTIONALITIES	ATTRIBUTES
STUDENT MANAGEMENT SYSTEM	✓ Student Registration ✓ Complete Student database, with relevant documents, certificates, etc ✓ Student search & sorting ✓ Section/Batch allocation & promotion ✓ Auto generation of relevant Certificates ✓ Generate Student ID ✓ Login ID of each student [student can view result, notice/circular, marksheet , time table, academic calendar and all his/her records with downloading features] ✓ Registration for first year student@Institute level ✓ Registration to attend the class (Semester wise& Year wise) ✓ MOOCS & MAR data/records uploading feature ✓ Internship offer letter to be uploaded ✓ Projects ✓ Mentors ✓ Project report to be uploaded ✓ Placement offer letter to be uploaded ✓ Awards ✓ Student publications ✓ Antiragging undertaking form ✓ Hostels with room no ✓ Student committee ✓ Clubs ✓ Library clearance ✓ SMART India Hackathon ✓ Grievances' redressal mechanism ✓ Admission cancellation ✓ Refund

	✓ Placement ✓ Caution money refund ✓ scholarship
FINANCIAL MANAGEMENT SYSTEM	✓ Academic fee structure configuration ✓ Exam fees/tution fees/hostel fees etc configuration ✓ Payment Gateway ✓ Fees structure-hostel ✓ Mess bill ✓ Tution fees ✓ Fee summary ✓ Fee payment ✓ Fee paid details ✓ Fee dues details ✓ Auto generation of payment receipt
EXAMINATION MANAGEMENT	✓ Examination Form Fill-up ✓ Exam schedule ✓ Admit Card generation ✓ Sitting Plan ✓ Invigilation Chart ✓ Exam attendance ✓ Marks Entry ✓ Result Generation ✓ Backlog List ✓ Tabulation /Marks entry interface. ✓ Special examination ✓ Result statement and award list with merit score generation ✓ Each student marks details (1st sem to 8th sem) ✓ DGP sheet ✓ Back/Casual list generation ✓ Re-assessment/ Scrutiny form fill up ✓ Re-assessment/ Scrutiny tabulation generation ✓ Re-assessment/ Scrutiny result sheet generation ✓ Re- assessment/Scrutiny Statement ✓ Circular to student & faculty members ✓ Examination registration ✓ Marksheet ✓ Results ✓ Provisional certificates ✓ Result analysis ✓ Verification of records ✓ Clearance taken from Hostel/Library/Accounts ✓ Login id of each faculty member ✓ Marks submission
SELF SERVICE PORTAL	✓ Student Portal ✓ Staff/faculty Portal ✓ Faculty information (Awards, publications, FDP etc) ✓ Time table of each faculty members ✓ Effective medium of communication between Institute, Students and parents ✓ Online publishing of Examination Notice, Alerts, Report Cards, Examination schedules, etc by the Institute ✓ Online student records, Exam schedules, Grades, etc

Note: All data will be uploaded to the cloud server provided/used at www.jgec.ac.in

\# Responsive Site structure: Compatibility –
- Desktop Computers
- Laptop
- Smart Phone Compatible
- Tablet PC Compatible

2. Qualification Conditions:
a) Bidder should be registered Firm / Company / Establishment

b) Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, Commercial Tax Clearance/V.A.T. / GST Certificate and other taxes (whichever applied)

c) Bidders should have relevant credentials

3. Delivery Place / Works site: Works/service and deliver the materials / Works / service with a requisite number at JGEC premises.

Bid Price:

4. a) The Bid Price shall be in Rs. and including all Taxes and other levies such as the transportation expenses , no extra price is payable by the college. Bidder must quote for the web-based **Academic information system** cost.

b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account.

5. Validity Quotation: Quotation shall remain valid for a period not less than 180 days after the dead line date specified for submission.

6. The following must be submitted with the Quotations/Bid:
a. Copy of Establishment Registration Certificate/ valid Trade licence in relevant field
b. Copy of PAN and copy of latest return
c. Copy of GST
d. Copy of PTAX enrolment certificate and copy of latest paid challan of PTAX
e. Detailed office address of the Agency with Office Telephone, Number, Fax Number and Mobile Number and name of the contact person
f. Related Credentials

7. Evaluation of Quotations:
a) *The purchaser will evaluate the items as a wholes.*.
b) Conforms terms, conditions, specifications and qualifications and qualifications conditions.

8. Award of Contract:

The purchaser will award the contract to the bidder whose quotations have been determined to be substantially responsive, and who has offered the lowest evaluated quoted price during the validity period of the contract. The purchaser also reserves the right to accept or cancel the tendering process. Suppliers must prepare the software by taking feedback/process from each relevant section of the college.

9. The bid document may also be downloaded from our web-site :*www.jgec.ac.in*

10. All documents must be submittedto the Office of the Principal on or before 30.05.2023 till 12.00 PM in sealed envelope and marked with "**Quotation to develop software on Academic Information System**". All sealed quotations received till then will be opened on 30.05.2023 before the bidder or their representative who wishes to be present, in the office at 12.30 P.M.

11. CHECK LIST FOR BIDDERS / APPLICANTS:

The Bidder should ensure that all documents and papers submitted in this BID are fullyauthenticated by the authorized signatory under his signature with official seal wherever applicable.

The following documents form should be submitted with BID:

Sl. No	Documents to be submitted	Documents Submitted (Y/N)
1	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory	
2	Submit credentials of supplying similar items to reputed organizations.	
3	Attested copy GST	
4	Attested copy of PAN/Number.	
5	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT if applicable.	
6	Bid Form-a & b	
7		

Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations, cancel the bidding process, and reject all quotations at any time prior to the award of the contract.

The bidder whose bid is accepted will be notified of the award of a contract by the purchaser.

The terms of the accepted offer shall be incorporated into the supply order. The validity period may be extended by the purchaser by another 15 days in exceptional cases.

13. Other Terms & Conditions:

   (a) The College reserves the right to postpone/cancel the bid, the bidder will have to abide by the decision.

   (b) Payment shall be made after the supply and submission of bills which will be subject to satisfactory completion of the project (certified by the committee constituted for the purpose). The personnel in charge will certify the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of the payment.

   (c) No preference will be given to any bidder of a class of bidders, either for the price or other terms and conditions.

   (d) Quotation may be submitted on the printed letterhead of the bidder in the prescribed formats.

   (e) Successful bidder will have to enter into an agreement with this College for timely execution of the Purchase order.

   (f) No payment will be made for any damage to goods supplied.

   (g) All codes/source file/documents must be handed over to the purchaser.

   (h) We look forward to receiving your quotations and thank you for your interest in this project.

   (i) As soon as an order has been placed, the supplier must have an office for communication within 100 km of the college

   (j) Supplier must handover all the documents/codes etc to the college before the expiry of the contract.

Principal/JGEC

   Copyforwardedfor informationand necessary action to:

   1.   College Notice Board
   2.   College website www.jgec.ac.in
   3.   Guard file

a) ***FORMAT OF BID Form***

Supplier ref. no.   dated:

Name of the Firm: ....

Quotation form Academic information system

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Serial No	Item Description	Amount	GST	Total
1	"Web-based **Academic Information System** of Jalpaiguri Government Engineering (JGEC) College" with the mentioned scope of work			

Company Name:
Name & Designation:
Date & Place:
GSTN:
(Company Seal)

Total (cumulative price is mentioned)

1. (Total Amount in :Rupees .... only)

    We agree to supply the above-mentioned items / works in accordance with technical specification for total contract price of . . . . .

    . . . .   (In words Rupees...) including taxes, Transportation, etc. as per the Purchase order of the

    purchaser.

2.   We also confirm that the normal commercial warrantee/guarantee shall apply to the supplied items.

3.   We also agree and abide by the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name:Designation:

Address:

Contact No.:
Date:

Enclosure:
1   Copy of Establishment Registration Certificate/ valid Trade licence in relevant field
2   Copy of PAN and copy of latest return
3   Copy of GST
4   Copy of PTAX enrolment certificate   and copy of latest paid challan of PTAX
5   Detailed office address of the Agency with Office Telephone, Number, Fax Number and Mobile Number and name of the contact person
6   Bidders credentials as per (b)

b) **Bidders' credentials (DESIRABLE)**

Sl. No Particulars	Sl. No Particulars	**Document Reference for Compliance**	Page no in submitted document folder
1	Information about Website Development Experience A)The Bidder must have at least 10 years in webbased solution. B) The bidder is expected least TWO website development projects for a reputed educational institution or organization during the last three years. C)The Bidder will have to give proof of such work		
2	A self-declaration Certificate regarding fraudulent and corrupt practices should be enclosed Bidders should not have ineligibility due to corrupt and fraudulent practices		
3	information about Support and maintenance of website during the warranty period: Information regarding 24x7 Technical staff support should be given to ensure the necessary support toJGEC during the warranty Annual Maintenance Contract period(Document should be attached.)		
4	Terms and Conditions of your work: Provide details about the terms and conditions of your work		

(Signature of Bidder with Seal)

Name: Designation: