



Phone: 27667469, 27666220 (fax)

khalsasgtb@vsnl.com, sgtbkdel@del3.vsnl.net.in, khalsadu@gmail.com

SRI GURU TEGH BAHADUR KHALSA COLLEGE UNIVERSITY OF DELHI

DELHI-110007

9 February 2012

CALL FOR QUOTATIONS

The Faculty of Applied Social Sciences, University of Delhi South Campus invites quotations for the provision of internet based services for receiving applications and application fee for admission to three undergraduate courses.

The details of the scope of work are attached.

Interested parties are required to submit their quotation in sealed envelope latest by 4.00pm on 2nd March 2012. The technical bid specifying details of the company and of the product and the service, in the given Performa, should be sealed separately from the financial bid specifying the charges for the service along with terms and conditions. Both the sealed envelopes accompanied by the declaration should be sent to the

Principal,
SGTB Khalsa College
University of Delhi,
Mall Road
Delhi 110007

Dr. Jaswinder Singh
Principal

SCOPE OF WORK

Admissions to the BBS, BFIA and Business Economics courses at the University of Delhi for the year 2012

Creation of a mini website and associated back-end software to enable the following features:

- (a) Display of a title page and associated pages for all popular browsers providing:
 - i) Details of the courses (3)
 - ii) Details of the colleges (13)
 - iii) Eligibility conditions
 - iv) Details of admission procedure
 - v) Rules of the University of Delhi
- (b) Creation of a candidate's account with the following features:
 - i) Generation of account creation form with valid email as login
 - ii) Entry of 'Name', Father's name', Mother's name'
 - iii) Generation of password
 - iv) Automatic email of details entered and password to email account
- (c) Application form to enable input of necessary details including provision of automatic size adjustment of attachment scanned photograph and signature, Permission of multiple logins between specified dates over one month. Freezing of all inputted details except marks scored in Class 12 on the last date for submission
- (d) Submission of application form after checking completion of all details and receiving of entrance examination fee. Payment methods to include:
 - i) Credit / Debit Cards
 - ii) Net Banking
 - iii) Cash receiving arrangement with a commercial bank
- (e) All money (Application fee) to be deposited in the bank account of the client at the bank mutually decided by the client and the vender
- (f) Emails and generation of SMS to candidates on receipt of completed application and on reconciliation of money received
- (g) Emails and SMS to all registered accounts who have not submitted their forms and entrance examination fees three days before last date for registration
- (h) Generation of roll number and exam centre for candidates. Exam centre to be issued through a process of randomization across available centers in the city specified by the candidate. Centrewise attendance sheets, Roll Nos. to be provided by the vendor
- (i) Generation of electronic Admit card in principle format with photograph, some candidate details and exam centers to be sent by email and to be available from the candidate login. SMS notification to candidate of the same
- (j) Transfer of data of applications received in Excel format to client at the end of every week during the month for receiving of applications, Transfer of a copy of electronic admit cards of all candidates to the client
- (k) Creation and printing of exam centre-wise lists of candidates with some identification details and photograph. Printing and delivery of attendance sheets with photograph
- (l) Provision of entry of Class 12 marks in the subjects already inputted in the application form till some days after the date of examination
- (m) Transfer of complete candidate database with all inputted fields to the clients in Excel format on date specified by client

- (n) Provision of help services through email and phone from initial date of registration to two days after the entrance examination. All such emails and replies thereto to be sent to a client email account for record purposes
- (o) Any additional services that you may offer, Details to be specified
- (p) Absolute care to maintain confidentiality of candidate information received during the admission process. Secure deletion of candidate information at the end of the admission process to the satisfaction of the client. Certificate in this regard to be made available to the client The vendor would be required to sign a certificate of secrecy.
- (q) Any other work not mentioned herewith, as may arise and be deemed necessary by the admission committee. For the online application registration process, announcement of counseling and declaration of result with be undertaken by the party.

Company Profile

Details filled in the form must be accompanied by sufficient documentary evidence in order to verify the correctness of the information

| S.No. | Item | Details |
|-------|---|---------|
| 1 | Name of Company | |
| 2 | Mailing Address | |
| 3 | Telephone and Fax numbers | |
| 4 | Date of registration of the Company | |
| 5 | Year of commencement of Business | |
| 6 | Name of designation of the person authorized to make commitments to the University | |
| 7 | Contact details of the person authorized to make commitments | |
| 8 | Turnover of the company (not of group) 2006-2007 2007-2008 2008-2009 2009-2010 2010-2011 | |
| 9 | Profit of the company (not of group) 2004-2005 2005-2006 2006-2007 2007-2008 2008-2009 2009-2010 2010-2011 | |
| 10 | Sales Tax Number TIN / VAT | |
| 11 | Income Tax Number (PAN) | |
| 12 | Name of Banker with Telephone Nos. | |
| 13 | Registration with Govt./Public Sector/University | |
| 14 | Details of works executed in last 5 years | |
| 15 | Number of Employees | |
| 16 | Location of details of server and hosts of Webspaces | |

(Signature) : _____

Name & Designation : _____

Date : _____

Place : _____

D E C L A R A T I O N

1. I / We have read the Scope of works and the Company details and I / We understand that if any false information is detected at a later date, any contract made between ourselves and the University, on the basis of the information given by me / us can be treated as invalid and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of the University in selection of vendors will be final and binding to me / us.
3. All the information furnished by me/us hereunder is correct to the best of my/our knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me /us in the accompanying sheets.
5. I / We agree that I / We have not applied in the name of sister concern for the selection process.

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION