

West Bengal University of Technology
BF-142, Sector-1, Salt Lake
Kolkata- 700064

Notice Inviting Quotation
No.05/Regis/NIQ/2013 dated 01.07.2013

Sealed Quotations are invited from the resourceful, bona fide and experienced parties for empaneling for the following scope of work:

1. To develop and maintain a website for on line Registration of the students(UG & PG) admitted in the session 2013-14 with the data provided by the University.
2. To develop software modules associated with the Registration process.
3. To collect College wise Registration Application Forms (hard copies) from University, count and match with On line approved list.
4. To scrutiny each and every form with the eligibility criterion of the students (course wise) as per University norms.
5. To update and maintain the on line software module where authorized person of the university can view the status of the Registration time to time.
6. To update and maintain the on line software module where the colleges can view the status of the application of their students and approve.
7. To update and maintain the on line software module where the colleges can request for any correction required for students' details .
8. To provide **log in id** and **password** individually for each of the colleges on confidential basis so that any college can not view the other's.
9. To provide **log in id** and **password** for the Registrar or his authorised person(s) to administer the whole status.
10. To perform On line audits on the Registration Forms sent by the colleges through the software prepared by the organization for this purpose.
11. To generate the Registration numbers and print the Registration Certificates as per instruction of the University.
12. To scan the photographs of the students submitted with the Registration Forms print the same in the Registration Certificates.
13. To answer the queries related to students such as SC, ST, OBC, Minority etc.
14. To give statistics as required by various Organizations.

The interested parties should furnish all the related informations with supporting documents. The copies of the documents like company profile, trade license, PAN card etc. and others related with the work should be submitted by the parties. The rate should be quoted as the cost per students. The quotation should be sent in a sealed envelop addressed to **The Registrar, West Bengal University of Technology** within 10 days from the date of publish. The envelop should also be marked with **“Quotation for**” along with Tender fee of Rs.500/- (non refundable) by draft drawn in favour of 'West Bengal University of Technology' payable at Kolkata.

Registrar