



THE UNIVERSITY OF BURDWAN

Established by virtue of West Bengal Act XXIX of 1959

Phone No.: 0342-2634975, Telefax:0342-2634071

Email:registrar@buruniv.ac.in Website: www.buruniv.ac.in

Ref. No : RC/Regn.&Mign./20-21/767

Date: 23-02-2021

To
The Regional Sales Manager
Tata Consultancy Services Limited
Kolkata
West Bengal

Subject: Work order for Undergraduate Registration of Affiliated colleges students only through data uploading in prescribed format in case Colleges manage their own admission - Per registered student (new students only) per year, Migration in the backdrop of earlier issued LOI against the proposal for online registration in cloud computing model

Sir,

This is with reference to your proposal dated 30-01-2020 for "cloud computing model" submitted against the e-Tender Ref. No.:B.U./Fin/Secretariat/e-Tender/2020/12 dated 09-01-2020 floated on <https://wbtenders.gov.in> and subsequent letter of intent from the University end (Ref. No. COMP/Reg/66/81 dated 14-10-2020). In this context we are pleased to award the contract for Undergraduate Admission, Registration and Migration for the session 2021-22 of an approximate student (user) count of 60000.

1. That you are advised to provide solution that meets the end-to-end process starting from Application process, Counselling process, Academic processes, Examination process, Administrative Services and the University Support Services hosted on firm's owned/rented cloud infrastructure on a "Software as a Service (SaaS) model that provides easy-to-use, secured, integrated, and hosted solutions in a build-as-you-grow and pay-as-you-use business model with applicable license as per Annexure enclosed (prices are inclusive of all taxes); That you have to take the responsibility of submission of taxes to the concerned tax authority by your own and University will not be held responsible for any non-submission of taxes;
2. That the Order value is at the mentioned rate as per Annexure 2 totalling of ~~₹95,18,080/-~~ including taxes(GST).
3. That you have to start the registration process within 3 days from the date of receipt of the purchase order. If you fail to deliver or install the application software (initial version) within 3 days from the date of workorder acceptance or the extended date communicated by the University of Burdwan , it will be a breach of contract.
4. That you have to allocate your resource person for continuation of UG examination processing job same in line with earlier terms & conditions by maintaining status quo with regard to publication of result so that students can access online report cards by using their own user id & password. That the University will not bear any cost of local staying and/or travelling expenses for deployment of consultants;



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5. There is no provision for making advance payment to the Company except one time fee as per eTender (Tender ID: 2020_BU_264980_1). That the University will make payment as per Annexure 2 payment structure;
6. That the successful Bidder shall have to provide Performance Security amounting to 100% of the One Time Implementation Fees [Lump sum (Total Price for 5 years)]in the form of a Bank Guarantee which have to remain valid for a period of three months post agreement period and no interest will be paid by the University on the performance security;
7. That the Performance Security may be forfeited in full or part in the following cases:
 - 7.1 If the terms and conditions of contract are breached.
 - 7.2 If the Bidder fails to provide service satisfactorily.
 - 7.3 If contract is being terminated due to non-performance of the Bidder.
8. That all the data will available online during entire period of contract in conformity with eTender(Tender ID: 2020_BU_264980_1);
9. That in case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to jurisdiction of Hon'ble Calcutta High Court;
10. That the workorder has been issued in the expectation/intention of completion of Service Level Agreement(SLA) agreement sign off within 30 working days from the date of receipt of this workorder.


Registrar (Officiating)
The Registrar (Officiating)
The University of Burdwan
Rajbati, Burdwan-713104
West Bengal

Encl. : a) Annexure A & 1B – Job description
b) Annexure 2 – Cost Sheet

Copy to:

1. Personal Assistant to the Hon'ble Vice Chancellor, University of Burdwan
2. Personal Assistant to the Pro- Vice Chancellor, University of Burdwan
3. Dean, Faculty of Science, University of Burdwan
4. Dean, Faculty of Arts, University of Burdwan
5. Finance Officer, University of Burdwan
6. Controller of Examinations, University of Burdwan
7. System Manager, Computer Centre, University of Burdwan

Annexure 1A

Admission, Registration & Migration Process

The admission cum registration & migration module (for students who are not directly admitted to UG/PG programmes for affiliated colleges) shall manage key admission activities such as processing of applicants through various admission stages including registration and admission fees payments, processing of various admission process steps along with verification of student details after admission, generation and printing of admission letters and generation of student identity cards on the basis of available data which would be obtained from Colleges in excel file in the University prescribed format through data uploading.

Sl.No	Feature Details
1	Configuring Admission Quotas: Ability to define sanctioned intake per admission quota for a course per academic year and admit students accordingly
2	Ability to configure enquiry cycle to connect applicants with the admissions office through out the admission process i.e. from submission to selection
3	Ability to configure the Admission Procedure / process as per University's requirement
4	Automated generation and dispatch of multiple letters to the applicants depending on the stage in admission process. Ex: Provisional Admission Letter, Final Admission Letter etc.
5	Provision to collect admission fees, prospectus charges, back dated fees collection for applicants and students
6	Provision to configure and set up Payment challan and fees receipts as per organization requirements
7	Provision to Configure & dynamically generate roll number / registration number / provisional roll number details for the selected Students. Flexibility to create customized Login ID creation for Student and Parents.
8	Provision to configure & Generate the ID cards related to Student Profile as per the University's design template
9	Real Time Analytics for Admissions Team & Management: Admission Dashboards, Analytical Charts for daily admission trend, admission step wise status reports, Summary analysis as of date etc.
10	Provision for generating Fee receipts instantly for the students after any collection, Also supported by bulk receipt & duplicate Fees receipts generation
11	Provision for configuration of separation process and categorize them accordingly like suspension, withdrawal, course completion with standard workflows with letter generation and notification

Additional Features

Sl.No	Feature Details
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1	Grant scholarship or fee waiver in applicable cases during Admission process
2	Ability to configure notifications (SMS/Email) for different Admission events
3	Pull and process application as per rank of the applicants or as per the merit list generated of the shortlisted applicants
4	Capture Admission Process & related work flow as different steps of Admission
5	Option to verify all admission actions via proper audit log and workflow history which is maintained for every applicant throughout the life cycle
6	Allocation of additional services to students during admission process
7	Provision to capture additional information(not present in application form) of the applicants during different stages of Admission process
8	Provision to correct & sync data automatically in the application form based on actual validation & scrutiny of the same during the admission process
9	Option to sync applicants data and store them as student personal information after final admission thereby saving lots of time in maintain student information records
10	Provision to collect fees for applicants in advance and adjust in accordingly with actual fee structure/fee plan defined for the student as per his course and category
11	Provision for performing "Bulk Actions" like Bulk Application Processing and Rejection
12	Provision for adjusting fees of students in a dynamic manner during batch/course change
13	Restricting admission of a student based on certain parameters like fee not submitted or any field of the application form in a dynamic manner
14	Ability to automatically disable Student and parent login id on separation by defining the schedule for applicable Custom Hooks.

Counselling Management

Basic Features	
Sl.No	Feature Details
1	Provision for entry of data of admitted students through the portal or by bulk uploading admission data by the colleges in a prescribed format
2	Provision for conducting decentralized admission process per course per college/per study center (optional for the willing colleges) or conducting centralized admission process & common counseling for multiple Study centers/colleges (if required in future due to Govt. policy)
3	Support for online counseling management with option for the students/applicants to register, apply for college and course choices & preferences and submit registration fees online

4	In the online counseling process a configurable option for the applicants to lock the course-college offered to them/ apply for course-college upgrades/withdraw seat
5	Support for multiple rounds of online counseling based on the acceptance of the offer by the candidates, the withdrawal count and seat upgrade requests by candidates
6	Option of creating a custom Rank Logic to formulate & generate a merit list /rank list based on parameters like entrance exam marks, past academic records etc
7	Admission counselling display board with real-time seat allocation trends and vacancy details available for large pool of audiences of Applicants & parents waiting for their turn, as well as for the admission team & management of the institution
8	Provision for students to see their allocated college / course
9	SMS and e-mail communication capability to connect to students

Annexure 1B

Academics Management

1.Student Data Management

The student management module shall help the University to maintain the student records of all the students admitted into affiliated University and make these details available to students, parents and other stakeholders. It shall have a provision to keep a record of the basic, academic and personal details of the students, their 360 degree view of academic performance and all University interactions, ability to upload student academic and extracurricular documents.

2.Student Discipline Management

This module shall support for efficient management of the Discipline related incidents. Support needed for applying disciplinary action, applying fine, generation of Warning/Action letter.

3.Student Feedback Management

This module shall provide a configurable capability to custom create student feedback templates. It shall help in configuring and capturing responses of students, faculty, employees and other stakeholders of the University. It should have support for analysing feedback responses.

4. Student Self Service & Letter Management

This module shall help in designing any letter formats needed in the life cycle of a student e.g. student letters, administrative letters, ID cards, certificates and as required by the University. There should be provision for students to apply for a letter and admin to approve or reject.

This module shall provide a configurable capability to provide all the relevant student information in one place. Student shall be able to view information and also place a request like request for duplicate ID card.

Sl.No	Feature Details
1	Provision to define Academic Calendar with Events, Holidays and Vacations
2	Provision to define Degrees offered by the university
3	Provision to define Academic Councils including details of chairs/posts (like Dean, Secretary, etc.), members
4	Provision to define Courses/Programmes offered under different Councils
5	Provision to configure curriculum Subjects, subject type, subject group combination per academic session for a course
6	Provision to define combination subjects/papers with details of marks, credit points, subject/paper type (Theory/Practical/Field Work/etc.) for the courses in a particular session
7	Provision to define examinations conducted for the courses including examination type (theory, practical, internal assessment, viva-voce, etc.), subjects/papers, etc.
8	Provision to define admission/eligibility criteria for the courses
9	Provision for maintaining list of the centres of studies (where from the courses are offered) and their intake capacities (with detail breakup) for the courses in a particular session
10	Provision for maintaining fees structure (e.g, admission fee, registration fee, examination fee, etc.) for the courses (centre-wise) in a particular session
11	Provision to define Syllabus of subjects with user level definition of Table of contents in terms of Unit, Sub-Units, Chapters, Topics
12	Ability to define upload-able Content, quiz, assignment for a Subject course/programme
13	Provision to upload & map Assignment, Quiz, Content with respect to a timetable period as well after creation of timetable
14	Provision to define credit points of subjects for every course & academic session as per the curriculum
15	Provision to view Audit trail of letter requests, approvals and printing/mailing history
16	Provision to configure all kinds of letters such as regular administrative and academic letters, Fee receipts, ID Cards, Hall Tickets, Issue Receipts
17	Option for configuring letter sequence by prefix, suffix and running number, Also an option to configure the identification of duplicate letters by standard flags
18	Provision for bulk printing of a letter for an academic batch
19	Provision to create feedback form as public (viewed and used by all) and private (used and edited only by creator)

Requirements of the Departments

Requirements for Registration and Migration Unit

Sl.No.	Description of work
1	Students registration through online application form or bulk uploading of registration data by the colleges
2	Inward migration
3	Permission and Outward migration
4	Restoration of Registration
5	Verification of testimonials/documents, as and when required
6	Updation of student profile, as and when required
7	Issuance of Registration Certificate / duplicate Registration Certificate

Requirements for Admission to Affiliated Colleges

Sl.No.	Description of work
1	Entry of data of admitted students through the portal or by bulk uploading admission data by the colleges in a prescribed format
2	Notifications to the students and colleges through dashboards, SMS, email



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Annexure 2

Sl. No.	Description	Unit	Qty	Rate	Total price per unit	GST** @18%	Total price with GST
1	One Time Implementation Fees - For students of Affiliated colleges[Lump sum (Total Price for 5 years)]	Nos	1				
2	Registration of Affiliated colleges students only through data uploading in prescribed format in case Colleges manage their own admission - Per registered student (new students only) per year	Nos	60,000				
	TOTAL						

** GST rate will be 5% instead of 18% if University can arrange DSIR certificate for GST reduction