

## UNIVERSITY OF CALCUTTA



Tender Notice No. ADM/CE/30/Tender/19/03

Senate House  
Kolkata - 700073  
Dated 17.01.2019

**NOTICE INVITING TENDER FOR CUSTOMISED SOFTWARE'S FOR PRE & POST EXAMINATIONS SYSTEM MANAGEMENT FOR POST GRADUATE LEVEL AND ANSWER SCRIPTS MANAGEMENT SOFTWARE FOR A. P. (MAJOR) SECTION & A. P. (MINOR) SECTION**

Sealed tenders are invited by the Department of Controller of Examinations, University of Calcutta for Software Development for Internal Use at Controller of Examinations, University of Calcutta :-

**Software Specification**

Development of Customized software for management of admitted students, Secured online submission of recommendations of different Board of Studies, Issuance of different assignments / reports etc. for holding different examinations of Post Graduate level and other minor examinations, Answer-scripts management software for A.P. (Major) and A.P.(Minor) sections.

**Scope of Work**

**1. Pre- Examination Management**

- a. Feeding of Academic Department(s) / Affiliated College(s) information, various examinations details and teachers' detail for the preparation of Examiners' database.
- b. Restore old data from existing database.
- c. Creation of tool for secured online submission of recommendations of different Board of Studies.
- d. Accumulation of Students data from Admission database.
- e. Importing of student's data from different Departments/ Colleges applying for various examinations.
- f. Auto Scrutiny of Collected Data.
- g. Programs and Notices of various Examinations.
- h. Preparation of Subject wise checklist and Admit cards /Hall Tickets.
- i. Generation of various statistical reports (based on number of Examinations).
- j. Automatic seat allotment of Examination Centre(s).
- k. Assignments of PaperSetter, Examiner, Moderator, Scrutineer, Head Examiner, Third Examiner etc. in printable format as well as electronic version (preferably via email).
- l. Any other related reports asked by the Controller of Examinations in emergency.

**2. Other miscellaneous activity management**

- a. Review of Answer Scripts processing
- b. Rectification of various anomalies
- c. Generating last date notice, checklist and other review reports.
- d. Records of various stationaries like Admit cards, Mark sheets, Award slips etc.
- e. Current status report of various submitted letters.
- f. Information of various Jobs assigned to employees.

- g. Examination status report (Date wise sorted)
- h. Other related miscellaneous activity relating to Post Graduate Examinations as desired by the Controller of Examinations on exigency.

**3. Answer-scripts management software for A.P. (Major) and A.P.(Minor) sections**

- a. Accumulation of probable examiner list.
- b. Accumulation of probable subject/paper/course/half/unit wise number of examinees.
- c. Preparation of subject/paper/course/half/unit wise allotment.
- d. Entry of packets Answer-scripts as per the pre-defined (preferably Bar-coded) Top-sheets of packets.
- e. Generation of date wise, subject/paper/course/half/unit wise due list for non submitted packets.
- f. Batching of packets of Answer-scripts.
- g. Matching of packets of Answer-scripts with approved examiner/coordinators.
- h. Dispatch of packets of Answer-scripts.
- i. Generation of date wise, subject/paper/course/half/unit wise dispatch memo.
- j. Allotment of undistributed packets.
- k. Provision allotment of substituted examiner/coordinator.
- l. Any other related reports asked by the Controller of Examinations in emergency.

**Ownership of Intellectual Property**

The ownership of the Intellectual Property (comprising of Source Code with database Scheme, along with generated data) will remain with the University for Future Use. The software will be loaded in one of the computer of this University with full functioning features. Source Code and generated data base to be handed over to the University.

**Annual Maintenance**

The vendor should also quote the cost of maintaining the software per year for subsequent academic sessions, i.e. from 2019-20 and onwards.

Submitted for necessary perusal and kind order solicited.


The bidders are to submit (a) Quotations ( In their company letter-head) (b) Credentials viz., photocopies of current and relevant Trade License, Previous VAT/Sales tax clearance Certificate, PAN Card, up to date Income Tax return and GST Certificate.

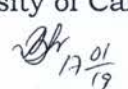
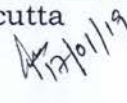
The bidders are also requested to submit quotation at lowest basic rate i.e. excluding taxes.

The tenders will be received by the office of the undersigned at 1<sup>st</sup> floor of Darbhanga Building, 87/1 College Street, Kolkata - 700073 up to **30.01.2019** on all working days from **11 a.m. to 4 p. m.** and the same will be opened on **31.01.2019** at 3.30 p.m. in presence of bidders or their authorized representatives.

Technically valid bidders must have to present a twenty minutes presentation before the experts to demonstrate the work flow/ process on a date to be intimated on the date of opening of the bid.

The Authority reserves the right to accept or reject any tender without assigning any reason. Parties shall be liable to supply Software workable, as desired. Failure to execute order to the satisfaction of the authority shall lead to cancellation of order.

  
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Controller of Examinations  
University of Calcutta

  
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