

UNIVERSITY OF KALYANI



NOTICE INVITING E-TENDER

NIT ID showing at <http://wbtenders.gov.in>: 2025_UOK_851455_1

Tender Ref. No.: KU/NIET/PHDSFT/2025-26/01

Dated: 23rd May, 2025

E-Tender is invited for **Design, Development and Implementation of Ph.D. Life Cycle Management System** from technically sound agencies having adequate infrastructure and experience of developing and handling different types of ERP or Software Management System in various Universities. Interested vendors may follow the instructions as given below for submission of their tenders under online mode:

SCOPE OF WORK – Ph.D. Life Cycle Management

The Ph.D. Lifecycle Management Software aims to automate and streamline the doctoral process at the University of Kalyani, as outlined in the flow diagram in the attached **Figure 1**. The system should cover all key stages, from faculty requisition and student admission to thesis submission and award of degree.

Each step in the lifecycle, including supervisor allocation, **RAC** monitoring, coursework, title registration, thesis evaluation, and final viva-voce, should be managed through a secure, role-based web interface. The software will ensure compliance with university regulations, improve efficiency, and provide timely communication and reporting.

Functional Support:

The system should process following functions:

System Architecture, Hosting, and Accessibility

1. The Ph.D. lifecycle module must be web-based and accessible via all major updated browsers such as Chrome, Firefox, Edge, and Safari.
2. The system should be centrally hosted on a secure cloud managed by the agency and accessible via a link on the official University homepage.
3. The web interface must be lightweight, preferably under 100 KB per page, to ensure fast access, and the system should have a scalable architecture with load balancing to handle concurrent users during peak submission and reporting periods while maintaining minimal response time.
4. The system must have backup and archival functionality to periodically store all records and make them available to the University on demand in specified formats such as CSV, SQL dump, or PDF.

User Access, Roles, Authentication, and Audit

5. A permission-based authentication system must be implemented to restrict access, allowing only authorized users to perform role-specific actions such as supervisors, DRC Chairpersons, Deans, Registrars, and Vice-Chancellor.

6. Role-based access control (RBAC) must be used to assign and restrict privileges for various stakeholders including faculty, research scholars, examination cell staff, finance section staff, librarians, and others involved in the Ph.D. lifecycle.
7. Candidates and faculty members should have role-specific access: candidates may view and update only permitted personal and academic details at specific stages, while faculty may update records like RAC reports and evaluations. Both should be able to print receipts and recover login credentials.
8. Each critical activity, such as title registration, RAC report submission, and thesis upload, should be tagged with a unique reference ID and timestamp to facilitate tracking and auditing.
9. Automated notifications and audit logs must be maintained for all cancellation, readmission, and re-registration activities to keep candidates and stakeholders informed and ensure traceability.

Admission Process and Reservation Management

10. Faculty members should be able to submit requisitions for Ph.D. candidates, including specialization details, through a standardized and authenticated interface.
11. All submitted requisitions must be validated either automatically or by the relevant department or administrative authority, and the system should log approvals or rejections along with appropriate remarks.
12. The system must manage the entire admission process, including online application submission, subject-wise sorting, eligibility checking, interview scheduling, and candidate selection.
13. The system must generate reservation rosters for each admission cycle based on applicable government and university reservation policies, correctly categorize candidates according to reservation criteria such as SC/ST/OBC/EWS/UR, and track seat allocations against quotas.
14. The reservation matrix should be configurable by the University and automatically adjust according to the number of requisitions and sanctioned seats in each discipline.
15. After final selection, the system should allow admitted candidates to pay admission fees online and generate admission receipts with unique candidate identifiers.
16. Each admitted candidate must be assigned a system-generated unique identifier to enable consistent tracking throughout the Ph.D. lifecycle.

Candidate Progress, Supervision, and Compliance

17. The system should automatically update and track the number of active Ph.D. candidates under each supervisor following every allocation, thesis submission, or award.
18. Supervisor load must be validated against the maximum allowed number of supervisees, and new allocations should be restricted accordingly when limits are reached.
19. A summary dashboard for each supervisor should be available, showing the current status of their candidates, including coursework, research stages, and thesis submissions, to assist decision-making during DRC meetings.
20. The system must maintain a comprehensive checklist of candidate data, including coursework status, RAC meeting logs, thesis title registration, and submission details, which can be verified and updated by authorized personnel.
21. The system must provide functionality to flag ineligible candidates at various stages, such as title registration or thesis submission, clearly mentioning the reasons for ineligibility according to university policies.

22. The system should be capable of generating lists of eligible candidates for specific stages like RAC formation, thesis submission, and viva-voce based on academic and administrative criteria defined by the university.
23. Separate tracking and reporting must be supported for candidates who graduated from the University of Kalyani and those from other institutions, with sorting options by subject, discipline, department, or supervisor as required.
24. Coursework result publication must be linked to the candidate's lifecycle timeline to determine eligibility for title registration and further progression.
25. The system should be able to generate coursework completion certificates and store them digitally within the candidate's profile.
26. Authorized users should have access to custom report generation tools that produce candidate lists, examiner panels, submission logs, RAC activity summaries, and award statuses.

Coursework, Thesis, Viva, and Evaluation

27. All forms and data entry templates, such as those for supervisor allocation, title registration, and thesis submission, must follow university-approved formats.
28. Form fields must enforce all mandatory inputs and eligibility conditions, for example, deadlines for title registration and coursework completion, and should include inline guidelines, error prompts, and tooltips to minimize mistakes during data entry.
29. The system must include duplication prevention mechanisms to avoid repeated form submissions and duplicate thesis uploads through proper validation and record checks.
30. The system must manage the full coursework process, including exam scheduling, attendance tracking, marks entry, and result publication.
31. Coursework exemption requests should be processed with approval from the appropriate authority and recorded in the candidate's academic history.
32. Thesis submission management must include uploading thesis files, supervisor endorsements, examiner nominations, and related documentation.
33. The system should interface with plagiarism detection software and store plagiarism check results linked to the candidate's thesis record.
34. Communication logs with examiners must be maintained, recording when consent requests were sent, when reports were received, and flagging any delays or pending responses.
35. The system must provide tools to schedule open viva-voce examinations, send consent requests to viva examiners, and store final viva-voce reports and outcomes.
36. Upon successful defence and report approval, the system should update the final award status, notify relevant departments, and automatically update the supervisor's candidate count.

Notifications, Support, Payment, and Admin Tools

37. Automated notifications via SMS and email should be sent upon important actions such as supervisor allocation, registration, successful submission, DRC approval, and viva scheduling, quoting relevant tracking IDs.
38. The system must generate letters, notices, and reminders, such as coursework exemption letters, viva-voce invitations, and submission deadline reminders, with options to send bulk emails or SMS to the concerned candidates or faculty.

39. An integrated Help Desk system must be available with messaging or ticketing features to respond to candidate or faculty queries via email or in-portal dashboards, providing online technical support during the active research lifecycle with real-time issue resolution and uptime monitoring.
40. Secure online payment processing must be supported for admission fees, thesis submission fees, and viva-voce fees, generating receipts, tracking transactions, and restricting progression if payments are pending.
41. The system must calculate and manage remuneration for supervisors, examiners, and RAC members according to university rules, including approval workflows, transaction logs, and downloadable reports.
42. The system should support cancellation, readmission, and re-registration processes with proper workflows, approvals, and status updates, ensuring compliance with university policies.

Additional Features

1. The system must include a centralized admin panel for the University, enabling authorized users to oversee and manage the entire Ph.D. lifecycle with secure, role-based access.
2. The system should support year-wise report generation, allowing the University to retrieve and analyze lifecycle data (such as admissions, thesis submissions, and degree awards) for at least the past three academic years through a web-based interface.
3. A basic analytics dashboard must be available to present key indicators and statistics visually, such as supervisor workload, candidate progression, and submission timelines.
4. The software must be hosted on a secure and scalable public or service cloud infrastructure, ensuring high availability, data backup, and disaster recovery.
5. The report generation module should support flexible queries that allow users to filter and combine multiple fields—such as department, supervisor, registration year, coursework completion status, or degree awarded—for custom reporting needs.

QUALITY, DATA ACCESS & SECURITY

The Ph.D. life cycle application provided by the selected vendor should be certified by Standardization Testing and Quality Certification (STQC), Government of India. The vendor will ensure and incorporate all necessary security and control features within the application, operating system, database, etc. so as to maintain integrity and confidentiality of data at all times. Data security is to be addressed by the vendor from at least but not limited to the following perspectives:

1. The vendor need to sign Non-Disclosure Agreement (NDA)
2. To restrict access to and sharing of confidential data.
3. To ensure that data is not changed or destroyed, either inadvertently or intentionally, by any user/administrator or an external party.
4. The Bidder shall ensure the Access & Identity Management –
 - a) Only authorized person can access the solution.
 - b) Authorized person shall have access only to the data which is relevant to them.
 - c) Access to the relevant data is further restricted to either read or update depending on the responsibility.

Application Security

1. Database security including ensuring non-repudiation of data and reconstruction of truth.

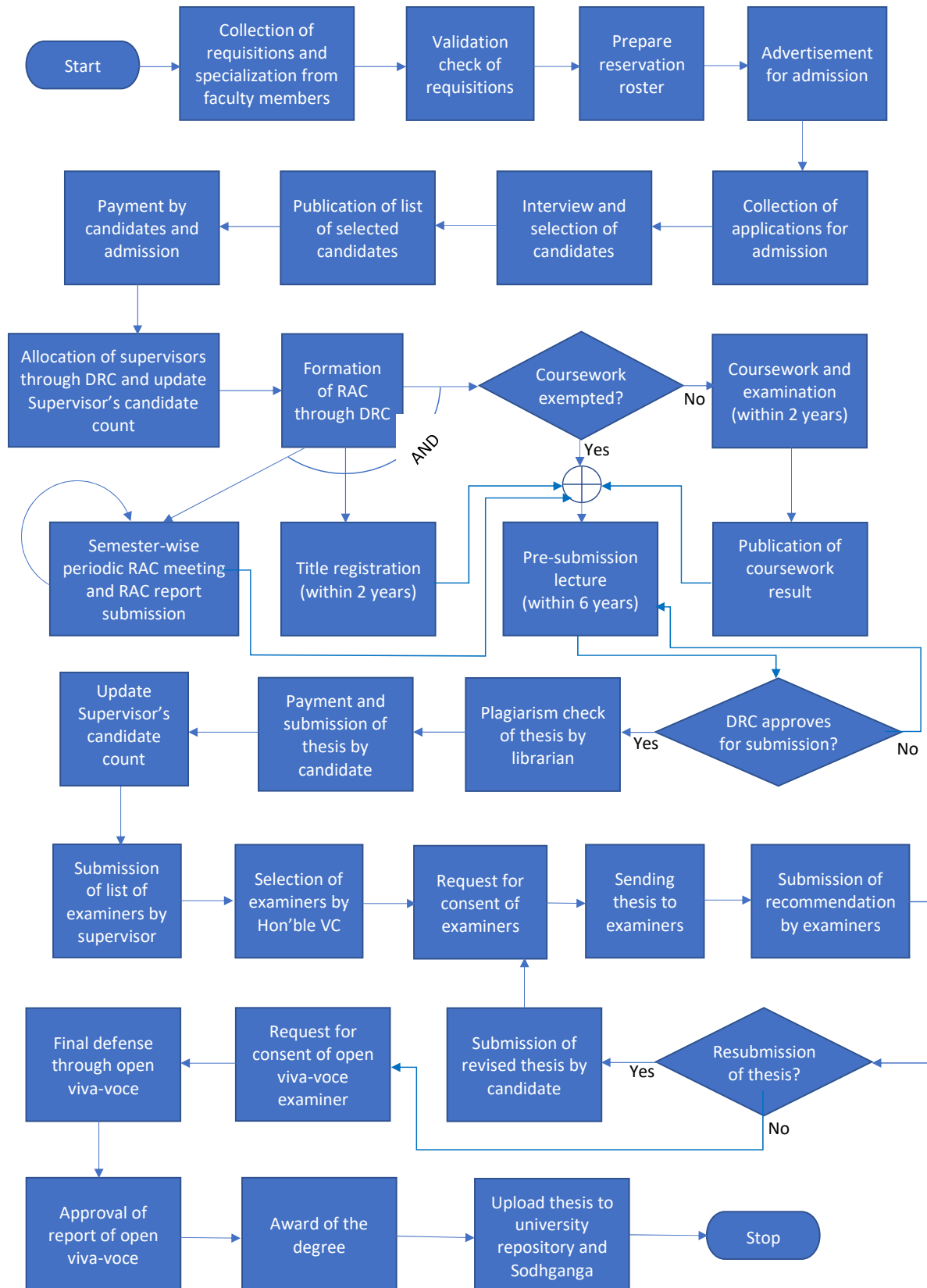
2. The software should ensure fool proof security to the system from various threats including hacking attempts, internal threats, etc.

Handing over of software/source code/database etc

1. All the information including Source code of the Application Software and Database related to this application project are very sensitive and intellectual property of Kalyani University.
2. After completion of project or termination of contract, Vendor has to handover the complete Source Code/Database/all the reports in the pdf format/Front end Application to Kalyani University.

Figure 1: Flow Diagram of Ph.D. Life Cycle*

University of Kalyani – Ph.D. Life Cycle



*Figure 1: Ph.D. Life Cycle flow diagram**

The above Ph.D. lifecycle process is provided for guidance only. The actual workflow will be finalized through discussions during the design development and adjustments may be required accordingly. The vendor should remain flexible to accommodate these and future updates.

Dates & Information:

Sl.No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC : https://wbttenders.gov.in	23 rd May, 2025
2	Documents download (online)	23 rd May, 2025 (from 17.00 Hrs.)
3	Bid Submission Start Date(on line)	23 rd May 2025 (from 17.00 Hrs.)
4	Bid Submission Closing Date (Online)	18 th June, 2025 (up to 15.00 Hrs.)
5	Bid Opening Date (Online) – Technical Bid and presentation by bidders and interaction	20 th June, 2025 (from 15.00 Hrs.)
6	Date of uploading list for technically qualified bidder (online)	To be notified
7	Date of opening of Financial Bid	To be notified
8	Date of uploading of list of bidders along with the approved Rate	To be notified

1. General Instructions:

In the event of e-tendering, intending bidder may download the tender documents from the website: <http://wbttenders.gov.in> directly with the help of Digital Signature Certificate (DSC) or from the University of Kalyani's website www.klyuniv.ac.in.

2. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website <http://wbttenders.gov.in>. All papers must be submitted in English language.

3. Time Schedules for the e-tender:

The Time Schedule for obtaining the Bid Documents, Pre Bid meetings, the submission of bids and other documents etc. will be as per the list provided in Clause No. 10 given below.

4. Eligibility for Quoting:

Manufacturers or Dealers/Distributors/Agents duly authorised by the manufacturers who are able to supply the assured quantities as per requirement & have requisite qualification for meeting the requirements as per this tender are only eligible for quoting.

Further, vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.

5. Annual Turnover Requirements: The bidder should have minimum turnover of Rs. 1 Crore in 2021-22, 2022-23 & 2023-24.**6. Submission of Tenders****6.1 General process of submission**

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical Bid and the other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations/folders of Technical Bid. He needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

6.2 Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardised formats in two covers (folders):

I. Technical File (Statutory Cover) containing:

1. Annexure –

- a) Basic Information (Vide Annexure I) *(to be submitted in “Annexure” folder)*
 - b) Application for Tender - (Vide Annexure II) *(to be submitted in “Annexure” folder)*
 - c) Authorization letter - (Vide Annexure III) *(to be submitted in “Annexure” folder)*
 - d) Affidavit Proforma - (Vide Annexure IV) *(to be submitted in “Annexure” folder)*
 - e) DECLARATION ON NIT - (Vide Annexure V) *(to be submitted in “Annexure” folder)*
2. Technical details of the Items Quoted (Bidders must submit Technical specification along with Catalogue of the item quoted in “**Technical Details**” Folders.
 3. Audited Annual Accounts for last three years **2021-22, 2022-23 & 2023-24** or during the period since formation of the Firm, if it was set up in less than such 3-year period. **(to be submitted in “Accounts” folder)**

II. My Document (Non-Statutory Cover) containing as follows:

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate
			P.Tax Enrolment Certificate
2	Company Details	Company Details 1	Trade Licence/Enlistment Certificate/Certificate of Registration as per Shop & Establishment Act issued by respective States/UTs
			Registration with Registrar of Companies/Partnership Deed duly notarised
			Memorandum of Articles for Limited

			Companies.
3	Credential	Credential 1	a) Copy of the purchase order for supplying Similar nature of items at least for last 5 years in University or equivalent Institute of Higher Learning in India b) Brief User List
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Assessment year 2022-23
			Income Tax Returns submitted for the Assessment year 2023-24
			Income Tax Returns submitted for the Assessment year 2024-25
			GST Return for first 3 months in 2024-25

6.3 Financial Bid

The Financial Bid should contain the following document in one cover (folder):

Bill of Quantities (BOQ): The tenderer should fill-up the designated cell as marked by the University in the BOQ sheet.

7. The tenderers are not required to submit hard copies of Technical File (Statutory) or My documents (Non-Statutory). Submission of hard copy of Financial Bid is strictly prohibited and only be submitted through on line through NIC portal.

8. Evaluation of the tenders

During the tender evaluation process, the *Technical Bid* will be opened first. Bidders who meet the essential and other eligibility requirements as specified in the Technical Bid will be shortlisted. As part of the technical evaluation, shortlisted bidders may be invited to make a presentation and participate in an interaction session to demonstrate their understanding of the requirements, proposed solution, and system flexibility. Only those bidders who are found technically suitable based on document evaluation, presentation, and interaction will be considered for the opening of their Financial Bids. The Financial Bids of bidders who do not qualify in the technical evaluation will not be opened and will be rejected. The bidder offering a solution that aligns with the tender specifications and is found most suitable during the evaluation will be selected. Final selection based on the Financial Bid will be subject to further verification of parameters associated with the financial evaluation criteria.

9. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:

9.1 Bid Information:

- a) Bidder must quote in INR in the BOQ Sheet.
- b) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- c) Bidder must follow the instruction for filling up BOQ as per Clause 6.3.

d) **Partial Quotation/Incomplete Quotation both for Technical and Commercial aspects may subject to cancellation of tender. However, University Authority will define the Partial Quotation/Incomplete Quotation based on the tender evaluation status.**

e) The bidder must quote the total price inclusive of all components for providing the service for a period of three years after successful handover of the software.

9.2 **Evaluation of Quotation:** The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vendor.

9.3 **Award of Contract:** University will award the Contract initially for **Three Years** and such contract is renewable for a further period subject to the satisfactory performance of the Agency. University will award the contract to the agency whose quotation has been determined to be substantially responsive both technically and commercially. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

9.4 **Warranty:** The Developer should give guarantee/warranty for a period not less than three years (3 years) from the date of actual implementation of the entire software system satisfactorily.

9.5 **Adequate support service facility:** The bidder/manufacturer should have an established development office in Kolkata or North 24 Paraganas or Nadia District for providing adequate service support facility as and when required basis either through on-line or by off-line mode.

9.6 The bidder must have independently executed at least three assignments in the last ten years involving the development, deployment, and maintenance of ERP or Software Management System in various Universities for a state/central university and at least one should be in use.

9.7 The bidders should possess a valid ISO certification, a copy of which should be provided as a part of the technical bid.

9.8 Bidder must have CMMI Level-III Certification conducted by licensed CMMI Institute partner and the appraisal must be available at CMMI Institutes website. Print out from the website needs to be attached. Link has to be provided with the printout.

9.9 The bidder should be able to provide end to end solution on specific matters pertaining to University's Academic and/or Administrative issues.

9.10 Web Hosting services should be ensured for 24 x 7 availability in a highly data secured environment. The site should be hosted on a secured server, i.e. free from hacking and virus. Website needs to be security audited. The server should be connected with adequate bandwidth so that large numbers of applicants who wish to apply online do not face the problem of slow response. The concurrency of the online access should be high enough and should support at least 200 simultaneous form fill up with at least 10,000 concurrent accesses.

9.11 The awarded Vendor should be able to deliver the complete application within 45 days of time-frame from the signing of the project contract.

9.12 **Mere fulfillment of minimum eligibility criterion does not guarantee qualification of a bidder technical evaluation.**

9.13 Bidder must provide Help Desk Service for any sorts of technical queries either by phone or by mail.

9.14 **Bidder must be an Indian Software Developer having registered office in Kolkata or within 80 Km radius distance from Kolkata.**

9.15 **Bidder should submit copy of updated Trade Licence, GST, IT and P.Tax Return submission document.**

9.16 **Credentials:** Documents of having adequate infrastructure and experience for developing and handling different types of ERP or Software Management System in various Universities must be submitted along with the tender. Bidder must submit User List with copy of Purchase Order ensuring service of similar nature in an Institute of Higher Learning.

9.17 **Statutory deduction for GST and other Government taxes in the hand of the payee will be made as per the law in force**

9.18 **Cost Analysis:** After opening of Financial Bid, Bidder may have to submit Cost Analysis Statement to substantiate the amount quoted in the BOQ. This cost will include on-line service support, MIS Facilities, Help Desk Facilities, ATS Charges etc.

9.19 **Time Schedule:** The supply work must be completed within **45 days** from the date of receipt of the work order/signing of contract.

9.20 **Validity of offer:** A bidder should spell out in the tender that it shall remain valid for a minimum period of three months from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

9.21 **After Sales Service**

(i) The name and complete address of the company in India authorized by the Developer, to provide after sales service for the equipment should be mentioned. The appointed authorized service provider should be holding a valid certificate from the manufacturer to this effect.

(ii) The Developer should give an undertaking that after the warranty period, they shall provide spares and after sale service of the equipment in India for the normal life time of the equipment.

9.22 University reserves the discretion to issue work order either in full or phase wise depending upon the requirement and selected vendor will not charge any extra amount for such supply and delivery.

9.23 **For any sorts of queries regarding technical aspects of the tendered items, bidder may send e-mail at sic@klyuniv.ac.in or at anirban@klyuniv.ac.in**

9.24 **Payment Schedule:** Payment be made after successful implementation of the entire system.

9.25 **Performance Security:**

Successful bidder should deposit Performance Security money equivalent to the 3% of the order value in the form of **DD/ suitable negotiable instruments as to be decided by the University** immediately after issuing purchase order from the University. Such security will be refunded after completion of the warranty period in normal case without any accrued interest. University may forfeit the Security Money in the event of the following circumstances:

- i) Selected bidder does not accept the order after issuing the same or fails to enter into a contract within validity period of offer.
- ii) Selected bidder fails to provide service within the scheduled time as specified in the Work Order

- iii) If before expiry of the warranty period, the handed over software does not function satisfactorily and the service provider denies to take the responsibility to make the supplied items in order.
- v) In case of any false submission /statement by the bidder brought to the notice of the University after assigning job to the selected bidder
- vi) In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions

9.26 **Requisite Documents to be submitted:** Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, GST, Audited Statement of Accounts and other documents as mentioned above.

9.27 **Disposal of Disputes:** In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

9.28 Conditional bid may be liable for rejection.

9.29 Disposal of Disputes: In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

Discretion of the University:

9.30 University may take decision about non-purchase of the said item even after selection of vendor due to its fund constraints.

9.31 University may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.

9.32 University reserves the right to relax any clause as stated hereinabove for selection of responsive vendor.

9.33 For any false/unethical/illogical/unreasonable bid, University reserves the right to cancel the bid even after opening of Price Bid.

9.34 In case of Tie Bid arising after opening of price bid, University will follow the guideline as mentioned in the G.O. No. 2320-F(Y) dated 7/6/2022 issued by the Finance Department, Government of West Bengal.

9.35 University reserves the right to relax any clause as stated herein above for selection of responsive vendor.

10. Opening the financial bid as per schedule will BE NOTIFIED LATER ON. Financial bid can be seen & accessed by the bidder through the NIC Portal on line after opening of financial bid on line. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.

11. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.

12. The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable Circumstances and no claim in this respect will be entertained.

Annexure I**FURNISHING BASIC INFORMATION**

(To be furnished in the Company's official letter pad)

1.	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please enclose copy of Trade License)	
6	PAN(Please enclose copy of PAN Card)	
7	GST No.(Please enclose copy of GST)	
8	Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning (Please enclose copy of Purchase order & user list, if yes)	Yes/No (Please put tick mark)
9	Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET	2021-22: Rs..... 2022-23: Rs..... 2023-24: Rs..... Average Annual Turnover: Rs.....
10	Status of the bidder(Please enclose copy authenticating your status)	Manufacturer/Dealer/Distributor/Selling Agent/Stockiest (Please put tick mark)

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the University.

**Signature of the Bidder
(With Seal)**

Annexure II
APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

To
The System-in-Charge,
University of Kalyani

Sub: Development and Implementation of Ph.D. Life Cycle Management System.

Ref: - Tender Ref. No.: KU/NIET/PHDSFT/2025-26/01

Dated: 23rd May, 2025

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf ofin the capacity duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document vide **Clause 9** and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time
4. We are offering rate for the following item /items with printing capacity and assured supply to the University of Kalyani

Item No.	Job Details	Warranty Offered
1.	Development and Implementation of Ph.D. Life Cycle Management System	

5. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

Date: -

Signature of applicant including title and capacity in which application is made.

Contact no:

E-mail address:

Annexure III

(Authorization letter in favour of the applicant (other than Managing Director/ Proprietor/Partner) from the competent authority.)

FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail Address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr.(Name),

Employee of this Organisation as..... (Official Designation) is

hereby authorised to submit tender online, Vide NIT No **Tender Ref. No.:**
KU/NIET/PHDSFT/2025-26/01 **Dated: 23rd May, 2025** on behalf of the Organisation.

Signature of the competent authority with Seal

.....

(Signature of the Authorised Person)

Signature of Mr.....

.....is hereby attested.

Signature of the competent authority with Seal

ANNEXURE IV

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper
of appropriate value duly notarized)

Tender Ref. No.: KU/NIET/PHDSFT/2025-26/01

Dated: 23rd May, 2025

I, Sri/Smt.....

The Managing Director/Proprietor (etc.) of the Firm.
..... (Name of the firm)

At (address).....

Do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Chemicals / Equipments/other items to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply of Chemicals, Lab. Chemicals & Laboratory Equipments and other items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organisation is concerned.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s).

ANNEXURE V

DECLARATION ON NIT

(To be typed in company letter pad, scanned and uploaded)

I, the undersigned, do hereby declare that in respect of **Tender Ref. No.: KU/NIET/PHDSFT/2025-26/01 Dated: 23rd May, 2025** On behalf of my organization, I will comply all the formalities that are required to be complied as per NIT and I will observe all clauses of the NIT (including Terms & conditions).

- In case of any non-observance of any clause(s) of NIT, my organization will be bound to follow the decisions taken by the University of Kalyani for taking decision related with the tender for which the said NIT was uploaded.
- In case of unsuccessful bidding, I shall have no claim with the University of Kalyani for refund of EMD since the entire EMD submission mode is on-line and University of Kalyani does not have any role to play for the said issue.

Full signature of the Person
(Designation with Seal)

Date:

Place:

Tender Inviting Authority: University of Kalyani

Name of Work: Design, Development and Implementation of Ph.D. Life Cycle Management System, University of Kalyani.

Contract No: KU/NIET/PHDSFT/2025-26/01

Name of
the
Bidder/

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE Per Unit In Figures To be entered by the Bidder Rs. P	GST Total if any	Any Other Taxes/Duties/Levies Total	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	4	5	13	14	17	53	55
1	Design, Development and Implementation of Ph.D. Life Cycle Management System, University of Kalyani.							
1.01	Development, Implementation and hosting of Phd Application, Student support service and historical data migration of last two academic sessions including handholding of the developed application for three years including all charges & support services.	1.000	Each				0.000	INR Zero Only
Total in Figures							0.000	INR Zero Only
Quoted Rate in Words		INR Zero Only						