

**OFFICE OF THE  
ASSAM HIGHER SECONDARY EDUCATION COUNCIL  
BAMUNIMAIDAM :: GUWAHATI- 21**

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No. AHSEC/Est/DMWA/439/15/pt-II/2249

Date: 29/ 08 /2017

**Request for Proposal for Development of Web Application**

Proposals are invited from reputed Software Companies/IT firms for development, implementation and maintenance of web application with three modules for Assam Higher Secondary Education Council (AHSEC). Interested Bidders may visit the official website of AHSEC [www.ahsec.nic.in](http://www.ahsec.nic.in) to download the Request for Proposal (RfP) document which will be available in the website from 01/09/2017 onwards. Last date of submission of Proposal is 20/09/2017 upto 2 PM.

**Sd/  
(Kamal Gogoi, AES)  
Secretary,  
Assam Higher Secondary Education Council,  
Bamunimaidam, Guwahati- 21**

**Memo No. AHSEC/Est/DMWA/439/15/Pt-II/2249**

**-A-**

**Date: 29/ 08 /2017**

**Copy to: -**

1. The Chairman, AHSEC for favour of kind information.
2. The Deputy Secretary (Inspection) for information. He is requested to make necessary arrangement for uploading the detailed RfP document into the Website of AHSEC.
3. The Superintendent, Establishment Branch for information and necessary action.
4. The Advertising Manager, The Assam Tribune, MRD Road, Guwahati-3 for publication of this advertisement in one issue of the Assam Tribune covering minimum space. The bill in triplicate as well as paper cutting of the advertisement may be submitted AHSEC.
5. The Advertising Manager, Asomiya Pratidin, Sadin Building, MRD Road, Guwahati-3 for publication of this advertisement in one issue of the Asomiya Pratidin covering minimum space. The bill in triplicate as well as paper cutting of the advertisement may be submitted AHSEC.

**Sd/  
(Kamal Gogoi, AES)  
Secretary,  
Assam Higher Secondary Education Council,  
Bamunimaidam, Guwahati- 21**

### Disclaimer

The information contained in this Request for Proposal (RfP) document or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of Assam Higher Secondary Education Council (AHSEC) or any of its employees or advisers, is provided to Bidders on the terms and conditions set out in this RfP document and such other terms and conditions subject to which such information is provided.

This RfP document is not an agreement or an offer by AHSEC to the prospective Bidders or any other person. The purpose of this RfP document is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RfP document. This RfP document includes statements, which reflect various assumptions and assessments arrived at by AHSEC in relation to the proposed Assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RfP document may not be appropriate for all persons, and it is not possible for AHSEC, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RfP document. The assumptions, assessments, statements and information contained in this RfP document, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RfP document and obtain independent advice from appropriate sources.

Information provided in this RfP document to the Bidders may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. AHSEC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

AHSEC, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RfP document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RfP document and any assessment, assumption, statement or information contained therein or deemed to form part of this RfP document or arising in any way in this Selection Process.

AHSEC also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RfP document.

AHSEC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RfP document.

The issue of this RfP document does not imply that AHSEC is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the proposed Assignment and AHSEC reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by AHSEC or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and AHSEC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

## 1. Background

AHSEC was established as per the Assam Higher Secondary Act, 1984 in order to regulate, supervise and develop the system of Higher Secondary Education in the state of Assam. The Council is responsible for conducting examinations at senior secondary level for the students enrolled to the different Higher Secondary Schools/Colleges under its affiliation apart from performing works related to the academic curriculum and recognition and permission of institutions etc. With a view to enhance automation of activities, AHSEC intends to develop Web Application with the following modules-

- a) Financial Management System
- b) File Tracking System
- c) Inventory Management System

For designing, development, hosting, testing, implementation and maintenance of the Web Application, Proposal is invited from reputed Software Companies/IT Firms.

## 2. Important Dates

Date of downloading of RfP document	01/09/2017 onwards
Last date and Time of Submission of Pre bid Queries via email	11/09/2017 upto 12 PM email id: <a href="mailto:ahsec1@yahoo.com">ahsec1@yahoo.com</a>
Last Date and Time for submission of Proposal	20/09/2017 upto 2 PM
Date, Time & Venue of Technical Bid Opening	20/09/2017 at 3 PM Venue: AHSEC, Bamunimaidam, Guwahati-21
Address for Communication	The Secretary, Assam Higher Secondary Education Council, Bamunimaidam, Guwahati- 781021, Assam

### Note:

- a. In the event of any date indicated above is a declared holiday, the next working day shall become operative for the respective purpose mentioned herein.
- b. RfP documents can only be downloaded from AHSEC website [www.ahsec.nic.in](http://www.ahsec.nic.in).
- c. The Schedule indicated above is tentative and AHSEC may change any or the entire schedule.

## 3. Scope of Work

An application in VB/MS SQL Server with client/server architecture is already running in AHSEC for entry of receipts of different fees/charges. AHSEC now wants to have a browser enabled local network based complete solution for Financial Management System. Apart from this, a File Tracking System to check route of different files/letters and an Inventory Management System is also required by the Council.

Further, a browser based application is under development for Human Resource Management System (HRMS) to computerize the Personnel Information, Payroll and Pension. So the selected Bidder is expected to work in coordination with the HRMS development team for required integration between HRMS, Financial Management System, File Tracking System and Inventory Management System in single platform and single sign login with proper user privilege.

The scope of work for the development of the Web Application is divided into two parts. First is the General scope of work which is common for all the three modules to be developed. Second is the specific scope of work

which is specific to a particular module.

#### A. General

- Open source based customizable solution.
- Three types of users- AHSEC employees, AHSEC Operators and AHSEC Management.
- Comprehensive Management Information System
- Security from all types of unauthorized/malicious access etc.
- Comprehensive analysis of business requirements and understanding the business needs and process flow.
- Fully web enabled Solution.
- Compatibility of Solution with operating systems of different flavors.
- Interactive, user friendly and robust GUI (Graphical User Interface).
- Session Management.
- Password encryption.
- URL parameter encryption.
- Gap Analysis.
- Business Process Re-engineering.
- Normalized database design.
- Source code optimization.
- Query optimization.
- 3 tier/N-tier client-server architecture with separation of presentation logic, business logic and data layer.
- Backup and recovery.
- Interoperable and Upgradable.
- Role based accessibility of users.
- Different approval levels.
- Search facility by different parameters
- User profile management.
- User profile edit/update.
- User self service.
- Utility services like deactivation, activation, creation and deletion of user accounts.
- Contact Management.
- Exception Management.
- Maintenance Dashboard.
- AHSEC user's Dashboard.
- Concurrent accessibility for users without any anomalous result.
- Scalability to add new users, data and modules.
- Audit trail to track changes in data with User Id, Timestamp, IP address etc.
- Master data entry.
- Verification and validation of data.
- Facility for exporting MIS reports to various file formats.
- Interface for uploading/importing information in various file formats into the database.
- The solution must be designed with a balance of text and graphics such that each page loads in 5 seconds or less on the average computer.
- The pages of the Solution should be easy to navigate. The information should be grouped and presented in a logical manner and shall not require no more than three levels of "drill down" for the user to find the desired information.
- Each page of the Solution should have a consistent design and a common theme. The use of photographs, fonts and layouts should be consistent.
- The technologies to be used for the development and maintenance of the Web Application should be easily available and cost effective.

- The Solution must be built in accordance with the guideline of W3C (World Wide Web Consortium).
- The Solution must be compatible with Internet Explorer, Mozilla Firefox, Opera, Google Chrome and other web browsers commonly used in modern computers, laptops etc.
- The Solution should be best viewed in the most commonly used resolution.
- The Solution must not require plug-ins as a default.
- Hosting at the AHSEC's local server.
- Proper documentation regarding requirement analysis, design, planning, development, hosting, testing, implementation and maintenance.
- Change Management and Capacity Building.
- Provide handholding and undertake onsite training for AHSEC users.

## B. Specific

### i) Financial Management System

- a) Double Entry Accrual based System
- b) Trial balance
- c) Cashbook management
- d) Management of different Accounts
- e) Budget Preparation
- f) Budgetary allocation of fund
- g) Budget Management
- h) Ledger Management
- i) Journal Entry
- j) Check printing facility
- k) Drawing of Advance
- l) Settlement of Advance
- m) Imprest
- n) Goods and Services Tax
- o) Head wise receipt of fee/charges
- p) Different Payment Management
- q) Bank statement Reconciliation

### ii) File Tracking System

- a) Entry for existing files
- b) Opening of new files
- c) Receipt of inbound letters
- d) Updating status of files/Letters
- e) Tracking the movement of files/Letters
- f) Dispatching letters

### iii) Inventory Management System

- a) Purchase (Tender, Specification of items, price quotes, weightage of quality and cost, Comparative statement, Award of contract, Purchase order)
- b) Receipt (Invoice, Reference (Purchase order), Delivery Challan, Specification of items, Name of Supplier, Number of Item, Item-wise list of price, Description/Specification of items, Generation of receipt)
- c) Item Request (Indent generation, officer/branch, Specification)
- d) Allotment (List of items, Reference Number (Indent Number), Name of allotted branch/officers/Centers/Schools, Description/specification of items, Quantity of items)
- e) Vendors
- f) Maintenance/Replacement of items
- g) Auction of outdated/damaged items
- h) Disposal of completely non-repairable device

## 4. Bid Processing Fee

Bidders are required to submit a non-refundable bid processing fee of Rs. 2,000.00 (Two Thousand Only) in the form of a demand draft drawn from a Nationalized/Scheduled bank located in India in favour of the Secretary,

Assam Higher Secondary Education Council payable at Guwahati.

**5. Earnest Money Deposit (EMD)**

Bidders shall submit along with the Proposal an EMD of Rs. 8,000.00 (Eight Thousands only) in the form of demand draft drawn from a Nationalized/Scheduled bank located in India in favour of the Secretary, Assam Higher Secondary Education Council payable at Guwahati. The EMD of unsuccessful Bidders will be returned without any interest as promptly as possible on acceptance of the bid of the selected Bidder or when the bidding process is cancelled by AHSEC. EMD of the successful bidder will be returned upon submission of Performance Security in the form of Bank Guarantee as mentioned in Clause No. 6.

The EMD may be forfeited:

- If a Bidder withdraws its bid during the period of bid validity.
- In case of a successful Bidder, if the Bidder fails to sign the contract in accordance with this RfP document.

**6. Performance Bank Guarantee**

The selected Bidder shall have to furnish performance security by way of an irrevocable bank guarantee, issued by a nationalized/scheduled bank located in India in favour of the Secretary, Assam Higher Secondary Education Council for an amount calculated @ 12% (Twelve Percent) of the total project cost (including Applicable Taxes) within 7 (Seven) days from the date of issue of LoI.

**7. Contract Agreement**

The selected Bidder will be issued a Letter of Intent (LoI) prior to signing a contract agreement with AHSEC. The contract agreement will have to be signed by the selected Bidder within the stipulated time mentioned in the LoI.

**8. Right to amend document**

AHSEC reserves right to modify the RfP document through addendum/corrigendum, any time prior to the last date for submission of Proposal which will be uploaded in the AHSEC website only from time to time, not to be floated in any newspaper. In order to provide prospective Bidders reasonable time to respond to the modifications, AHSEC may, at its sole discretion, extend the last date for submission of bids.

**9. Right to accept or reject bids**

AHSEC reserves right to accept or reject any or all bids without assigning any reason whatsoever. The decision of AHSEC in this regard will be final.

**10. Number of Proposals**

No Bidder shall submit more than one Proposal for the proposed work.

**11. Currency**

The Bidders shall express the price of their Assignment / Job in Indian Rupees only. All payments will be made in Indian Rupees only.

**12. Due diligence**

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms, guidelines and specifications in this RfP document. The Proposal should be precise, complete and in the prescribed format as per the requirement of the RfP document. Failure to furnish all information required by the RfP document or submission of Proposal not responsive to the RfP document in every respect will be at the Bidder's risk and may result in rejection of Proposal. AHSEC shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder.

**13. Cost of bidding**

The Bidder shall bear all costs associated with the preparation and submission of its Proposal and AHSEC shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

**14. Period of Validity**

14.1 Proposals shall remain valid for 180 (One hundred and eighty) days after the last date of submission of bids. AHSEC holds the right to reject a Proposal valid for a period shorter than 180 days as nonresponsive, without any correspondence.

14.2 In exceptional circumstances, AHSEC may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. EMD provided may also be mutually extended. A Bidder may refuse the request without forfeiting the EMD. A Bidder granting extension of validity will not be permitted to modify his Proposal.

**15. Time of Completion**

The live implementation of the Web Application shall be completed by the selected Bidder within 115 Days from the date (T) of signing the contract agreement as per following timeline-

- a) Project Planning-----T+10 Days
- b) Requirement Analysis, FRS, SRS etc.-----T+35 Days
- c) Design document, Prototype design, HLD, LLD etc.-----T+55 Days
- d) Development-----T+90 Days
- e) User Acceptance Test and training----T+105 Days
- f) Software Testing and hosting-----T+115 Days

**16. Delay in Completion of Work**

In case of any delay by the selected Bidder to complete the work in the scheduled time, AHSEC will serve show cause notice to it. Depending on the reply of the selected Bidder and subsequent enquiry regarding the matter, AHSEC may extend the time period for the proposed work or impose a penalty @ 0.2% (Zero Point Two Percent) of the total Project Cost on the selected Bidder per week or terminate the contract which it deems fit.

**17. Termination of Contract**

AHSEC reserves the right to terminate the agreement with immediate effect at any stage in case of breach of any of the terms and conditions by the selected Bidder or in case their performance is not found satisfactory. AHSEC may also terminate the Contract at any time without cause by providing at least 15 (Fifteen) days' prior written notice to selected Bidder.

**18. Sub Contracting**

Any part of the Assignment as per the scope of work mentioned in the RfP document shall not be outsourced to a third party without seeking the consent of the AHSEC Authority in writing. The Authority may allow or disallow sub contracting of a part of the Assignment depending upon the justification for the necessity of sub contracting.

**19. Indemnity**

The selected Bidder shall have to indemnify AHSEC against any loss/expenditure incurred or any disputes/claims from anybody for having used/using patented design. Any patented design shall be under manufacturer's license agreements and a copy of such agreement authorizing the selected Bidder to manufacture the patented designs shall be given to AHSEC.

**20. Date of Reckoning**

The experience of the Bidders and their professionals should be reckoned from the last date of submission of Proposal for the proposed work of AHSEC

**21. Pre Qualification Criteria:**

The Bidder should have the following pre qualification criteria to participate in the technical bid-

(A) Technical:

- The Bidder should be registered under applicable law in India for last 5 (five) years.
- The Bidder should have completed at least 1 (One) project worth Indian Rupees not less than 2 (Two) Lakh of similar nature (development, implementation and maintenance of web-based software Solution) from Government/Semi Government/Autonomous/PSU organizations or departments in India during the last 3 (Three) years. Work orders for such projects should not be issued earlier than 3 (Three) years prior to the last date of submission of Proposal for the proposed work of AHSEC.

- The Bidder must have at least 5 (Five) permanent professionals each with qualification BE (IT/CSE) /BTech (IT/CSE)/MCA with 3 (Three) years experience in Web Application development.
- The Bidder must have an office located in Guwahati.
- The Bidder should not be blacklisted by any department/organization.

**Only single company/firm is eligible to bid. Consortium or joint venture formed for the purpose of this project will not be allowed.**

**(B) Financial:**

- The Total Turnover of the Bidder must be equal to or more than Indian Rupees 30 (Thirty) Lakhs during the last 3 (three) years.
- The Turnover must be equal to or more than Indian Rupees 10 (Ten) Lakhs in each year during the last 3 (three) years.

**22. Authentication of Proposal**

The Proposal shall be signed on each page by a person or persons duly authorized by the Bidder. Necessary document for Power-of-Attorney of the authorized signatory shall be provided with the Proposal. The Bidder also need to submit a copy of the RfP document sealed and signed by the authorized signatory as a token of acceptance to the terms and conditions of the RfP document.

**23. Language of Proposal**

The language of Proposal, all related correspondence and supporting documents should be written only in English. In case language of any document submitted is other than English, a translated English version duly certified by competent authority should be submitted.

**24. Validation of Interlineations in Proposal**

Any interlineations, erasures, alterations, overwriting, additions shall be valid only if the person or persons signing the Proposal have authenticated the same with signature.

**25. Sealing and Marking of Proposal**

The envelopes for the technical bid and the financial bid shall be placed in a sealed outer envelope clearly marked as "Proposal for Web Application". If the outer envelope is not sealed and marked as required, AHSEC will assume no responsibility for the Proposal's misplacement or premature opening.

**26. Address for Proposal submission**

The Proposal complete in all respect should be submitted to the following address-

The Secretary, Assam Higher Secondary Education Council, Bamunimaidam, Guwahati- 781021, Assam

**27. Rejection of Proposal**

Proposals, incomplete in any respect or received without drafts for cost of RfP document or EMD or received after due date and time will be summarily rejected.

**28. Submission of Work Plan**

Bidders need to submit its work plan for the approach and methodology to be adopted in carrying out the proposed assignment as a part of the technical bid. The work Plan should contain all the technical specifications, workflow, process flow, interaction among modules, implementation strategy, maintenance procedure etc.

**29. Intellectual Property Right**

The Solution to be developed by the selected Bidder will be the intellectual property of AHSEC. The selected Bidder will have to hand over source code, compiled version, executables, database design & structure, database information, database dump, metadata and entire documentations prepared for requirement analysis, design, development, hosting, testing, maintenance and implementation to AHSEC. All user manuals, installation guides, system administration manual, maintenance manual, design tool, IDE, reporting tool etc. should be submitted to AHSEC. The necessary softwares and licenses required for maintenance and enhancements of the Solution shall also to be submitted to AHSEC by the selected Bidder.

**30. Payment Terms**

The payment will be made after completion of entire work related to design, development, hosting, testing and implementation of the Web Application-

AHSEC will have no liability regarding transportation, boarding and lodging of the selected Bidder, their staff and machineries.

GST applicable as on date shall be deducted from the actual bill submitted for payment.

**31. Maintenance**

Maintenance should cover trouble shooting, removing bugs/errors and end user's problem resolution. New features or modifications or customizations required due to policy changes will also be covered under maintenance. All upgrades / updates / new version releases will be provided during Maintenance period. The selected Bidder will ensure smooth functioning of the Web Application during Maintenance through off-site/ onsite (as per requirement of AHSEC) support.

**32. Hosting:** The selected Bidder will have to upload the proposed Solution after successful user acceptance test and subsequent changes in the AHSEC's local server. It should be ensured that uploading of the modified version in the live servers is carried out with due care to avoid any wrong upload or accidental file replacement.

**33. Software Development Life Cycle:** Complete Software Development Life Cycle (SDLC) should be followed for the development of the proposed Solution and subsequent changes-

33.1 Proper documentation should be maintained like SRS, High Level Design, Low Level Design, functionality document (process document), user manual, test case report, test evaluation report, Impact Analysis Report, Change Document etc.

33.2 Any change in the proposed Solution should be properly documented and reflected in respective documents.

33.3 Any change in the proposed Solution should be done through change request form. After completing the change a request closure form should be filled.

33.4 A log should be maintained for all the changes done in the proposed Solution.

33.5 Periodic code review should be done for improvement in source code.

33.6 Code & query optimization should be done to the extent possible.

**34. Testing**

Proper testing should be done after the development of the Solution and changes done thereafter. Testing should be done on exhaustive test cases (including Unit Test Plan, System/Integration Test Plan, User Acceptance Test Plan, Security Test Plan, and Load Test Plan). A test report should be maintained and submitted to AHSEC when required.

**35. Confidentiality**

The selected Bidder shall be responsible to maintain the confidentiality of data and any other information and make sure that information is not shared outside the AHSEC without the consent of the Secretary, AHSEC. The required confidentiality agreement shall be signed by the selected Bidder.

**36. Presentation**

The Bidders may be called for a presentation as per convenience of AHSEC at a short notice for evaluation purposes if required.

**37. Technical Evaluation Criteria**

SL. No.	Criteria	Technical Evaluation Parameters	Requirements	Maximum Marks
1	Bidder's Experience	Number of Projects worth Indian Rupees not less than 2 (Two) Lakh in development, implementation and maintenance of web-based software Solution for an Indian client during Last 3 years	Equal to or more than 4 projects : 30 marks 3 Projects : 24 marks 2 Projects : 18 marks Less than 2 Projects : 0 marks	30
2	Work Plan for Approach and Methodology to perform the work in this assignment	Understanding of the objectives of the assignment: The extent to which the Bidder's approach and work plan respond to the objectives indicated in the RfP document.		10

		Completeness and responsiveness: The extent to which the proposal responds exhaustively to all the requirements of all the Scope of Work.		<b>10</b>
3	Manpower	Permanent professionals with qualification of BE (CSE/IT)/BTech (CSE/IT)/MCA and experience of minimum 3 years in the field of Web Application Development	More than or Equal to 10 Personnels : 20 marks 7/8/9 Personnels : 15 marks 5/6 Personnels : 12 marks Less than 5 Personnels: 0 marks	<b>20</b>
4	Financial Strength	Financial performance of the Bidder for the last 3 (Three )financial years as established through documents certified by Chartered Accountant subject to fulfillment of Clause 21.B	Equal to more than Rs. 40 Lakhs : 30 marks  Between Rs. 40 Lakhs (excluding) & Rs. 35 lakhs (including): 24 marks  Between Rs. 35 Lakhs (excluding) & Rs. 30 lakhs (including): 18 marks  Less than 30 Lakhs: 0 marks	<b>30</b>
5	<b>Total Marks</b>			<b>100</b>

### 38. Evaluation and comparison of bids

Technical bid evaluation will be completed prior to any financial bid is being opened. Any condition of the Bidders sent along with the bids, if any, shall not be binding on AHSEC and liable to be rejected.

Bids shall be evaluated on a Quality and Cost Based Selection (QCBS) basis. Bids shall be ranked according to their combined technical score (St) and financial score (Sf) using the formula (T = the weight given to the Technical bid = 60%; P = the weight given to the Financial bid = 40%; T + P = 100%):  $S \text{ (Final Score)} = St \times T + Sf \times P$ . Contract will be awarded to the Bidder scoring highest Final Score (S). In the event of Final Score (S) of two or more bidders are tied, then the bidder scoring more in the technical evaluation will be awarded the contract.

**38.1 Technical Bid Evaluation:** The cut-off marks for short-listing based on the technical evaluation is 60% of total marks. Based on the bid evaluation, only technically qualified Bidders scoring equal to or more than cut-off marks shall be short-listed for evaluating their financials bids. Consequent on evaluation, if less than two Bidders qualifies the technical evaluation, the authority at its discretion may relax the norms for technical evaluation.

**38.2 Financial Bid Evaluation:** Financial bids of only the short-listed Bidders shall be opened. A date, time and venue will be notified for opening of Financial Bids. Before opening of the Financial Bids. The lowest evaluated financial quote (Fm) will be given the maximum financial score of 100 (One Hundred) points. The financial scores (Sf) of the other Financial Proposals will be computed as per the formula:  $Sf = 100 \times Fm/F$ , in which Sf is the financial score, Fm is the lowest financial quote and F is the financial quote under consideration.

The rates mentioned in the financial bid are to be mentioned in words as well as in figures. In case of any deviation, the rate quoted in words will be accepted.

### 39. Submission of Bids

Interested Bidders are requested to submit the technical bid (Annexure-II) and financial bid (Annexure-V) in two separate envelopes clearly marking as “Technical Bid” and “Financial Bid” on the respective envelopes. Both these envelopes are to be put inside an outer envelope as mentioned in clause 25. The demand draft for bid processing fee, demand draft for EMD and covering letter (Annexure-I) shall be the part of the technical bid. Proposal complete in all respect is to be submitted to the address mentioned in clause 26.

**Annexure-I**

**Covering Letter**  
(On Bidder's letterhead)

**FROM: (Full name and address of the Bidder)**

.....  
.....  
.....

**To**

**The Secretary,  
Assam Higher Secondary Education Council,  
Bamunimaidam, Guwahati- 21, Assam**

**Sub: - Development, Implementation and Maintenance of Web Application.**

**Ref: RfP No. AHSEC/Est/DMWA/439/15/Pt-II/2249**

**Dated 29/08/2017**

**Sir,**

We hereby submit our Proposal in full compliance with terms & conditions of the above referred RfP document. A copy of the RfP document, duly signed on each page is also submitted as a proof of our acceptance of all specifications as well as terms & Conditions. We have submitted the requisite amount of bid Processing fee and EMD in the form of Demand Drafts.

**Yours Faithfully,**

**Signature of the authorized signatory of the  
Bidder with name, designation, seal and date**

Annexure-II

**Technical bid**  
(On Bidder's letterhead)

SL. No.	Particulars	Give details or mention page no. where attached
1	Name of the Bidder	
2	Address, email id and telephone number of the registered office of the Bidder	
3	Address, email id and telephone number of the office of the Bidder located at Guwahati	
4	Name, designation, address, email id and mobile number of the contact person of the Bidder	
5	Date of Incorporation (attach photocopy of documents)	
6	Date of Commencement of Business	
7	Registration number of the Bidder (attach photocopy of registration certificate)	
8	PAN Number the Bidder (attach photocopy of PAN card)	
9	GSTN registration (attach photocopy of documents)	
10	Income Tax Return (attach photocopy of documents)	
11	Service Tax Return (attach photocopy of documents)	
12	Trade License of the Bidder (attach photocopy of documents)	
13	Document for power of attorney of the authorized signatory of the Bidder	
14	Experience of the Bidder in web-based software development, implementation and maintenance during last 3 (Three) years in the format at Annexure- III	
15	Certificate about number of permanent professionals with qualification of BE (CSE/IT)/BTech (CSE/IT)/MCA and experience of minimum 3 years in the field of Web Application Development in Bidder's Letterhead	
16	Work plan of the Bidder for the Assignment	
17	Certificate for not being blacklisted in the format at Annexure- IV	
18	Chartered Accountant certified Turnover by the Bidder during the last 3(Three) financial years with year- wise break up (attach certificate)	

**Signature of the authorized signatory of the Bidder with name, designation, seal and date**

**Annexure-III**

**Experience in Web-based Software Development, Implementation and Maintenance**  
(On Bidder's letterhead)

**A. Completed Projects during the last three years (extra rows may be added if required):**

SL. No.	Name & Address of The client	Date of start of the work	Date of Completion	Description of Work	Website Address, if any	Cost of the Project in Indian Rupees
1						
2						
3						
4						

**B. Ongoing Projects during the last three years (extra rows may be added if required):**

SL. No.	Name & address of the Client	Date of Start of the work	Project Duration	Description of Work	Cost of the Project in Indian Rupees
1					
2					
3					
4					

**Note:** Please also note that the copies of work orders or satisfactory completion certificate from the clients shall be required to be submitted for all the above mentioned projects.

**Signature of the authorized signatory of the Bidder with name, designation, seal and date**

**Annexure-IV**

**Certificate for not being blacklisted**  
(On Bidder's letterhead)

**To**

**The Secretary,  
Assam Higher Secondary Education Council,  
Bamunimaidam, Guwahati- 21**

**Date:**

**Sub: Self Certification.**

Sir,

I, the undersigned hereby certify that neither the M/s \_\_\_\_\_ nor any of its directors have been blacklisted by any State or Central Government or Government Undertaking / Enterprise, prior to the date of submission of this Proposal for the purpose of the design, development, hosting, testing, implementation and maintenance of Web Application for AHSEC.

The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by AHSEC with the intention of verifying the correctness of this statement or regarding the competence and general reputation as stated above.

**Yours faithfully,**

**Signature of the authorized signatory of the  
Bidder with name, designation, seal and date**

**Annexure-V**

**Financial Bid**  
(On Bidder's letterhead)

**Name of Work:** Design, development, hosting, testing, implementation and maintenance of Web Application.

<b>Particulars</b>	<b>Amount (INR) including all applicable taxes/duties</b>
Design, development, hosting, testing and implementation	
Annual Maintenance Cost	

**Declaration:**

This is to certify that we before signing this job assignment have read and fully understood all the terms and conditions contained in the RfP document for design, development, hosting, testing, implementation and maintenance of Web Application for AHSEC and undertake ourselves to strictly abide by them.

**Signature of the authorized signatory of the Bidder with name, designation, seal and date**