



**Board of Secondary Education, Assam**  
**Guwahati – 781 021**

**RFP (Request for Proposal) Document**

For the work :

Design, Development and Maintenance of Web Application for Online Registration of Class – IX students for the year 2019 & Filling-up of Online Examination Forms, 2021

Ref No: SEBA/IT/REGN/2018/25

Date of Issue : 06/08/2018

Last date of Submission : 30/08/2018 up to 3.00 PM

# Board of Secondary Education, Assam

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# Board of Secondary Education, Assam

## Notice Inviting of RFP Response

Board of Secondary Education, Assam henceforth referred as SEBA, invites to submit best Proposal from Reputed Software Consultancy Firms for Online Registration of students of class IX for the year 2019 and Online Examination form fill up for the year 2021 with latest technology available.

### Module to be developed and implemented on SaaS (Software as a Service) basis:

1. Design, Development, Hosting and Maintenance of Web Application (Registration as well as Examination Form Fill Up)
2. Online submission of Registration Form
3. Preparation of check list
4. Data Correction on receipt of verified check list
5. Generation of draft Registration Card, variable data transmission for printing of Registration Card and correction of Registration Card
6. Online submission of Examination Form
7. Preparation of Check list
8. Data correction on receipt of verified Checklist
9. Generation of draft Admit Card and variable data transmission for printing of Admit Card
10. Correction of Admit Card
11. Handing over of data for in a desired format for result processing
12. Integration of old data

VENDORS having experience in similar nature of work and successfully completed similar projects are invited. The detailed RFP document is available at Assam Govt.'s e-procurement portal <https://assamtenders.gov.in> and <http://sebaonline.org>. The RFP response of Bidder shall be submitted along with the necessary supporting documents and Processing fee of Rs. 10,000/- (ten thousand) only (Non-refundable) with EMD fee of Rs. 200000/- (two lakh) only (Refundable) and a performance guarantee of Rs. 5,00,000/- (five lakh) only (Refundable) as per the date and time mentioned in the document.

This RFP document contains the scope of work, qualifying requirements, terms and condition, forms and procedure for submission of proposal for interested Organizations. The Bidder submits a detailed technical and financial proposal (Two BID System) for the objectives set forth in this RFP document. SEBA reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained. Please visit SEBA's website at <http://sebaonline.org> or Assam Govt.'s e-procurement portal <https://assamtenders.gov.in> contact the undersigned for more technical details.

Note: In the event of any dispute or differences in connection with the RFP the same will be subject to an arbitration of Secretary, Board of Secondary Education and the same will be Governed by the provision of Assam Industrial Dispute Rule, 1958.

Sd/-

Secretary

Board of Secondary Education, Assam

Guwahati - 21

# Board of Secondary Education, Assam

## RFP Schedule

<b>Sr. No.</b>	<b>Particulars</b>	<b>Start Date</b>	<b>End Date</b>
1.	RFP Publish	07/08/2018	
2.	RFP Document Download	08/08/2018	
3.	Last Date of submission of Pre Bid Queries	18/08/2018	
4.	Last Date of Bid Submission	30/08/2018	
5.	Technical – Qualification Opening and Demonstration	04/09/2018	
6.	Commercial Bid Opening	Intimated later on	

## **Bidding Procedure:**

- 1) Interested Bidders should have valid DSC (Digital Signature Certificate) and should be registered as a Bidder in Assam Govt.'s e-procurement portal <https://assamtenders.gov.in>
- 2) All eligible/interested Bidders are required to download RFP documents from Assam Govt.'s e-procurement portal <https://assamtenders.gov.in> or SEBA's website <http://sebaonline.org> and participate.
- 3) Bidders are requested to correspondence through e-mail [boardassam@gmail.com](mailto:boardassam@gmail.com) for doubts/information/difficulty regarding submission of RFP response if any.
- 4) A non-refundable processing fee for Rs. 10,000/- (Rupees Ten thousand only) in the form of a Demand draft or a Pay Order drawn in favour of the Secretary, Board of Secondary Education, Assam (SEBA) payable at Guwahati has to be submitted along with the RFP Response. Bids received without or with inadequate RFP Processing fees shall be liable to get rejected.
- 5) Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees Two Lakh) only (Refundable).
- 6) Performance guarantee of Rs. 5,00,000/- (five lakh) only (Refundable)
- 7) EMD fee and Performance Guarantee has to be submitted in the form of Original TDR/ FDR/ Bank Guarantee from a Nationalized / Scheduled Bank along with RFP response.
- 8) Other instructions can be seen in the RFP document. All or any one of the bidder may be rejected by competent authority.

# Board of Secondary Education, Assam

## **1. Pre-Qualification (Eligibility) Criteria:**

SEBA invites RFP response only from experienced Software Consultancy Organizations (henceforth, will be referred to as Vendor) with expertise in software Development, Customization, Maintenance, Management and User support with Onsite services for the (1) Design, Development, Hosting and Maintenance of Web Application, (2) Online submission of Registration & Examination Form, (3) Data Correction and with following terms of reference (TOR).

- I. The Bidder shall be a single entity, registered as a Company, Firm or Society under respective acts in India and should have prominent presence in existence in Assam.
- II. The Bidder should have the presence in Indian IT Market at least from the last 10 years with registered Office and logistics facility for easy access and availability of upgrades in India to ensure the proper backend support for smooth execution of all Modules as mentioned.
- III. The Bidder should have experience of more than 7 years in supplying/customising Examination/Educational Software solutions in Education Segment.
- IV. The Bidder should have experience of more than 5 Universities or Education boards of implementing/customising Educational/Examination related Software solutions.
- V. The Bidder having experience of working/providing Software services to examination related work of at least 2 Universities/State Board within State of Assam and having a permanent office in Assam will get preference.
- VI. The Bidder should be capable of delivering all the required modules of the system. No Subcontracting will be allowed.
- VII. **Following certificates are mandatory;**
  - (a) Company Registration
  - (b) Shop & Establishment
  - (c) GST Registration with tax clearance or latest paid challan.
  - (d) Provident fund Registration
  - (e) Professional Tax Registration and tax clearance or latest paid challan.
- VIII. ISO 9001 : 2008 & ISO 27001 : 2013 Certification is must.
- IX. Security certificate of the software has to be provided by the empanelled agency of the CERT (eg. STQC).

- X. Members of any National/State level organisation will be treated as additional qualification.
- XI. Income Tax return of the last three financial years (FY 2014-15, 2015-16, 2016-17) is must.
- XII. The Turnover\* of the Bidder should be more than Rs 5 CR for last three financial years in the similar business. Audited Balance sheet from CA should be attached.  
(\*Turnover shall be from sales/service from Examination Related activities
- XIII. The Company should be profit making for last 3 financial years. Certificate from CA stating the same is must.
- XIV. The Agency shall have clean legal records or should not be blacklisted by any Govt. organization University /Education Board or nor debarred from bidding in any govt. organisation. Notarized affidavit is to be submitted.
- XV. All the above claims by the Bidder should be supported by authentic documents and verifiable Certificates.

## **2. General Conditions:**

- I. This Invitation for Bids is open to all eligible bidders.
- II. Selection of Bidder will be made purely on the basis of merit, past experience and reputation. As the work to be entrusted is of very sensitive and important in nature, merely quoting lower rates will not make the Bidder eligible for selection.
- III. **Bidder Experience:** The Bidder should have an ability to satisfy our requirements and should have an experience for similar kind of project experience of Online Registration of Students and Examination Data Processing Software System in any Government Organization / Universities / State Boards and Council etc. The offer should accompany the Proof for the same in terms of supporting documents like Customer Purchase order copies, Past Experience and Past performance supporting documents clearly mentioning the Name of the customer, order value with Satisfactory Completion certificate issued by the customer for establishing the credibility of the Bidder.
- IV. Should have technically qualified and well-experienced strong in-house resource based on company role.
- V. There should be no overwriting in the bidder's offer. If required, striking out entries and writing afresh the bidder can make corrections. The initials of the bidder's authorized person and the seal of the bidder's company must verify each correction. All rates given in this RFP must be expressed as Unit Price as stated in Appendix. After award of the contract, if the bidder does not perform the work satisfactorily or delays the execution of the contract, Board of Secondary Education, Assam (SEBA) reserves the rights to cancel contract and get the balance contract executed by another party of its choice. In such case, no payment shall be remitted to the bidder and his EMD shall be forfeited.

**VI. Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid and SEBA will in no case be responsible or liable for these costs,

VII. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

**VIII. Late Bids :**

Any bid received by SEBA after the deadline for submission of Bids prescribed by the Board, will be rejected and/or returned unopened to the Bidder.

**IX. Clarification of Bids**

During evaluation of bids, the Board may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

**X. Contacting the Purchaser :**

No Bidder shall contact SEBA on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of SEBA, it should do so in writing. Any effort by a Bidder to influence any official of SEBA in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

**XI. SEBA's Right to Accept Any Bid and to Reject Any or All Bids**

The Board of Secondary Education, Assam (SEBA) reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

**XII. Authorized Signatory:**

The 'Applicant' mentioned in the RFP document shall mean the one who has signed the RFP response document form. The applicant should be the duly Authorized Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. All the sheets and the forms submitted by the Bidder shall be signed by the person/persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp.

**XIII. Signing of Contract**

At the same time as SEBA notifies the successful bidder that its bid has been accepted, the Board of Secondary Education, Assam (SEBA) will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. Within 7 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to SEBA. If bidder fails to do the same, his EMD will be forfeited and next bidder will be called for agreement.



**XIV. Delays in the Vendor's Performance**

Delivery of the required modules shall be made by the vendor in accordance with the time schedule specified by SEBA. If at any time during performance of the Contract, the vendor should encounter conditions impeding timely completion of the project. The vendor shall promptly notify the Purchaser (SEBA) in writing about the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the vendor's notice, SEBA shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

- XV. The successful bidder shall train SEBA's designated staff/District Resource Persons for the operation of online application for submission of Registration/Examination form free of cost.

**3. Prices and Taxes:**

- (i) Prices quoted by the Bidder should for 3 years contract w.e.f. implementation of the system. The price for development of software including handing over of Source Code to SEBA has to be quoted ,per student per year including for maintenance, upgrading , modification of software required from time to time and for stationing of one technical expert at SEBA office on whole time basis . The price for integration of old data has to be quoted separately for integrating the data of one year.
- (ii) Prices quoted by the Bidder should be inclusive of all types of taxes, Octroi, etc., complete and delivery at SEBA. The rates should be quoted inclusive of all Modules of the project.

**4. Submission of Tender :**

For the purpose of selection of the bidder, a two-stage bidding process will be followed. The response to the tender should be submitted in two parts viz. Technical Bid and Commercial Bid, which must be submitted in separate sealed envelopes.

**Technical bid** should contain documents as per Form A

**It is only when the information about the company in technical bid is found satisfactory; the commercial part will be opened.**

**Commercial bid** should contain price of the System as per format supplied by the Board along with the Tender form, duly filled and signed by the authorized person.

## 5. Evaluation of the Tender :

Evaluation under Combined Quality Cum Cost Based System shall be carried out by following the criteria given hereunder;

Sr.No.	Criteria	Weightage (100%)
<b>1</b>	<b>Technical Section</b>	<b>70%**</b>
		<b>(on Scale of 100)</b>
	<ul style="list-style-type: none"><li>• Experience of working in Education Segment 10 years – 20 Marks</li><li>• Experience of working in Education Segment for less than 10 years - 10 Marks</li><li>• Experience of working in Education Segment for less than 5 years - 5 Marks</li></ul>	<b>20</b>
	Past Experience of assignments of similar nature of computerization (Supply / Services)in Universities /Board <ul style="list-style-type: none"><li>• Minimum 5 Assignment - 20</li><li>• Minimum 4 Assignment - 10</li><li>• Minimum 3 Assignment - 5</li><li>Less than 3 Assignment - 0</li></ul>	<b>20</b>
	Past Experience of assignments of similar nature of computerization (Supply / Services)in Universities /Board of Assam <ul style="list-style-type: none"><li>• Minimum 2 Assignment - 15</li><li>• One assignment - 10</li></ul>	<b>15</b>
	Methodology, work plan and understanding of the assignment	<b>15</b>
	Demonstration of the System. (Weightage will be given for readiness of the product with reference to the user requirement)	<b>15</b>
	Professional Competence of the team members (Refer <b>Annexure – I</b> for details)	<b>15</b>
	<b>Total</b>	<b>100</b>
<b>2</b>	<b>Cost Section</b>	<b>30%</b>
	Estimated cost for the present assignment (Refer <b>page no. - 11</b> of RFP for details)	<b>30</b>

**\*\*The minimum qualification marks in technical section shall be 60, interested agency shall have to achieve minimum of 60 marks out of the 100 marks (weightage 70%) to get qualified**

The envelopes containing the technical section shall be opened first and the scores will be given. The technical section will be allotted weightage of 70% while the Time-cost section will be allotted weightage of 30%. First 5 Bidders scoring high in the technical section shall be shortlisted. The time of proposal of those shortlisted Bidders shall be evaluated further. Proposal with the lowest cost will be given a financial score of 100. The Financial score of the other proposals will be computed by employing the formula

LEC / EC, where LEC stands for lowest evaluated cost and EC stands for evaluated cost. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations if required and can be recommended for award of contract.

For example:

As an example, the following procedure will be followed. In this particular case of selection the weightage of the technical bids and financial bids is kept as 70:30. In response to the Invitation for RFP, 3 proposals A, B & C are received and the technical evaluation committee awards them 75, 80 and 90 marks respectively. All the 3 proposals are, found technically suitable and their financial proposals are opened. The bid evaluation committee examines the financial proposals and evaluates the quoted prices as under:

Proposal Evaluated cost

A. Rs. 120

B. Rs. 100

C. Rs. 110

Using the formula LEC / EC, where LEC stands for lowest evaluated cost and EC stands for evaluated cost, the committee gives them the following points for financial proposals:

A:  $100 / 120 \times 100 = 83$  points

B:  $100 / 100 \times 100 = 100$  points

C:  $100 / 110 \times 100 = 91$  points

In the combined evaluation, thereafter, the evaluation committee calculates the combined and financial score as under:

proposal A :  $75 \times 0.70 + 83 \times 0.30 = 77.4$  points.

proposal B :  $80 \times 0.70 + 100 \times 0.30 = 86$  points.

proposal C :  $90 \times 0.70 + 91 \times 0.30 = 90.3$  points.

The three proposals in the combined technical and financial evaluation will be ranked as under:

proposal A : 77.4 points : H3

proposal B : 86 points : H2

proposal C : 90.3 points : H1

Proposal C at evaluated cost of Rs.110 is, therefore, declared as winner and recommended for negotiations/approval, to the competent authority.

**While the above procedures lay down the overall guidelines, Board of Secondary Education, Assam (SEBA) reserves the right to select the Bidder based on other parameters at its discretion.**

**6. Cancellation of Contract:**

In case of any breach of any terms and conditions by the successful bidder / contractor, Board of Secondary Education, Assam (SEBA) reserves the right to cancel the agreement by giving 7 days notice to the Bidder.

**7. Termination for Default**

SEBA may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the vendor, terminate the Contract in whole or part at risk & cost of defaulting vendor:

- a. If the Vendor fails to complete any or all of the Modules within the period(s) specified in the Contract, or within any extension thereof granted by the SEBA, or
- b. If the Vendor fails to perform any other obligation(s) under the Contract, or
- c. If the Vendor, in the judgment of the SEBA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- d. Source code of the product/software shall be the intellectual property of the SEBA and shall be handed over to the Board after successful completion of the project.

**For the purpose of this Clause:**

**"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the bidding process or in contract execution.

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender.

### **Selection of Vendor:**

1. The interested vendors may carry out the study of the requirements at their own cost, based on the Terms of Reference (TOR) of SEBA.
2. The interested vendor shall submit a detailed Technical and Financial Proposal as per the RFP document.
3. The technical proposals submitted by the vendor shall be evaluated by a Technical Evaluation Committee.
4. The short listed vendors will be required to give a detail demonstration of similar types of works undertaken by them earlier, on specified date as will be decided by the Secretary, Board of Secondary Education, Assam (SEBA), in consultation with the vendor.
5. The financial proposal of the short-listed vendors will be evaluated by the Evaluation Committee formed by the authority of the SEBA.
6. In the event of any dispute or differences in connection with the RFP the same will be subject to an arbitration of the Secretary, Board of Secondary Education, Assam (SEBA) and the same will be governed by the provision of Assam Industrial Dispute Rule, 1958.

# Board of Secondary Education, Assam (SEBA)

## **A. Introduction:**

### **About Board of Secondary Education, Assam (SEBA)**

The Assam Secondary Education Act, 1961 (Assam Act, XXV of 1961) was passed to provide for the establishment of a Board of Secondary Education to regulate, supervise and develop Secondary Education in the State of Assam. The Act came into force with effect from 29th January, 1962 with the publication of Government of Assam, Education Department Notification no. 159/61/37 dated 29/1/1962. Thus the Board of Secondary Education, Assam (popularly known as SEBA) came into existence on 14 March, 1962.

SEBA intends complete the following modules with latest technology available on Software as a Service (SaaS) basis.

## **B. SCOPE OF WORK:**

### **Modules to be developed and Implement by the selected Bidder :**

1. Design, Development, Hosting and Maintenance of Web Application (Registration as well as Examination Form Fill Up)
2. Online submission of Registration Form
3. Preparation of check list
4. Data Correction on receipt of verified check list
5. Generation of draft Registration Card, variable data transmission for printing of Registration Card and correction of Registration Card
6. Online submission of Examination Form
7. Preparation of Check list
8. Data correction on receipt of verified Checklist
9. Generation of draft Admit Card and variable data transmission for printing of Admit Card
10. Correction of Admit Card
11. Handing over of data for in a desired format for result processing
12. Integration of old data

## **1. Design, Development, Hosting and Maintenance of Website**

- 1.01 To built the web application to display full range of activities and functions relating to school-wise online submission of Registration forms of students with static and dynamic content management system.
- 1.02 Intended external targeted audience will be students, Institute teachers while internal targeted audience will management and designated staff of SEBA.
- 1.03 Overall design for the website should be appearing and optimized in terms of brand identity, accessibility, usability and content distribution.
- 1.04 The Bidder should do a detailed study on Students' Registration process, affiliated schools of SEBA, Examination Centres etc. before starting of design the website.
- 1.05 The Bidder should prepare prototype and SRS document for the web application structure and design which should be approved from the Board (SEBA) before starting of web application design and development.
- 1.06 Content of the web application for online submission of Registration forms of students will have to be developed by the Bidder in English only. SEBA will provide necessary information and source document (if any) that is required for development / creation of web application.
- 1.07 Unique login id and password to be created for around 6800 affiliated schools of SEBA.
- 1.08 Security Certificate of the software has to be obtained from the competent authority (STQC) before hoisting of the application in the Web Site.

### **Website Structure :**

- 1.09 General : The web application will be run on Internet Explorer 6.0 and above, Netscape 7 and above, Firefox, Opera Safari and Chrome. All instructions in the website will in English with static as well as page content.
- 1.10 Content Distribution and interactivity : Content on Dashboard will be distributed as to grasp the user's attention, encourage the exploration of web application and allow easy access to the most important information on every pages of online form.

### **Technical Specification :**

- 1.11 Web Application is process of conceptualization, planning, modelling and execution of electronic media content delivery via internet in the form of technologies (such as mark up language) suitable for interpretation and display by a web browser or other web-based graphical user interfaces (GUIs).  
The intent of web application design is to create a web based application (residing on one or more web servers) that presents content (including interactive features or interfaces) to end user in the term of web pages. Elements to be used will be as text forms and bit-mapped images PNGs using HTML, XHTML or XML tags.
- 1.12 Bidder should ensure W3C compatible web application.  
Browser Compatibility : Web application should be compatible to all browsers like Internet Explorer, Firefox, Opera, Safari and Chrome.
- 1.13 Technology : Bidder should provide high quality and new technology solutions for web application using platform (we promote open source platform for development).

### **Reporting Services :**

- 1.14 School wise report generation (Check list).
- 1.15 Student wise Registration Card Generation with assigned Registration Number.
- 1.16 School Category wise report generation.
- 1.17 Day wise report generation (No. of schools submitted online form of students everyday).
- 1.18 District wise/Centre wise School list generation etc.

**\*\*Report Generation shall be as per SEBA's Norms**

*Note : Any other reports as and when required by SEBA*

### **Backend Integration and Database Services.**

- 1.19 Programming (Code Repair, New Codes, Repairing Broken Links)
- 1.20 Database Maintenance & Integration.
- 1.21 Project Management.
- 1.22 Auto Capture of Data from Server.
- 1.23 Disaster Recovery (DR), Integration etc.

### **Update and Maintenance of Web Application**

- 1.24 Successful Bidder will update and maintain the web application as and when asked by SEBA.

### **SMS facilities**

- 1.25 Bidder shall provide a facility to send SMS from the web application as and when necessary.  
Successful Bidder will host the web application in co-ordination with service provider. It will be primary responsibility of Bidder to do the cyber security audit and testing (Load/Performance testing etc,) of the web application before hosting.

## **2. Online submission of Registration Form :**

- 2.1 There are about 6800 affiliated Schools under SEBA.
- 2.2 To secure access for data uploading or online filling up of Registration form, for all Institutes to be provided with unique login ID and Password.
- 2.3 The Registration data uploading or online filling of application form will be done by Institute from one or more computers.
- 2.4 The navigation should be self explanatory and sufficient instructions should be provided where ever required.
- 2.5 The program for filling the online application form needs to contain all possible help, validation and correction features instantly from field level (like tool tips).
- 2.6 All Validation should be done both at client as well as server side.
- 2.7 Facility to upload photo and signature of each student to be provided in the online form.
- 2.8 Instructions regarding file size of photo and signature should be mentioned in the required place.



- 2.9 There should be facility in the web application for auto cropping and adjustment of photo and signature.
- 2.10 The program should be very user friendly and should enable data entry as per natural flow.
- 2.11 The system should be so designed that it will take care of any eventually such as power failure, system failure, abruptly shutdown etc.
- 2.12 The access for uploading data or Online submission needs in sessions so that the considering many institutes have large no. of students.
- 2.13 It is required to provide the fee receipt submission system to the Institute so that they can provide the details of the fee paid Challan in the Bank.
- 2.14 After approval of payment of an Institute, final statement containing students' information will be downloaded in .pdf format.
- 2.15 SMS should be sent to Registered Mobile No. of Head of the Institute for downloading of final statement.
- 2.16 Bidder has to engage at least 2(two) technical expert in SEBA during the entire period of online submission of Registration form.
- 2.17 Any difficulty faced during online filling up of Registration Form at school level to be resolved immediately by the team of Technical Expert deployed by the Bidder.

### **3. Data Correction Module :**

- 3.1 At time of filling up of online form for Students' Registration, User may commit some mistake (e.g. Typing mistake in Candidate' Name, Father's Name, Mother's Name etc. Or choosing wrong D.O.B. from the calendar or incorrect uploading of Student's photo-sign or wrong selection of MIL or Elective subject etc).
- 3.2 Errors detected in the check list shall be corrected by the schools before final submission.
- 3.3 After final submission of Online forms of students and payment approval, no modification should be allowed at School level.
- 3.4 One SMS has to be pushed from the system to the registered mobile no. mentioning payment approval and downloading/printing of final statement.
- 3.5 If any errors detected in the final statement by the School, then school will submit the request to the SEBA authority in hard copy of the Statement showing the error using red ink.
- 3.6 Database shall be updated by Vendor as per the statement submitted by the schools.

### **4. The payment of fees will be through (School interface)**

- 4.1 Payment through Challan will be accepted by a BANK, whereby the system will generate the school-wise Challan with the student details and the bank will accept the fees in cash. Maximum 5(five) nos. Challans are allowed to generate for an Institution. The data for the day will be transferred to the bank either at the end of the day OR on an hourly basis from the system. The bank after accepting the fees will approve the Challan in the next day OR on an hourly basis.

4.2 PAYMENT GATEWAY through CREDIT / Debit card, internet banking etc., whereby the School will receive immediate receipt of the payment, which can be downloaded and printed.

**5. Handing Over of Software/Source Code/Database**

Registration database of students is a very sensitive and intellectual property of SEBA. The same data will be used for generation of ADMIT Card for HSLC/AHM Examination. Hence after completion of project, Bidder has to surely handover the Database/Photo-Sign Database/Front end Application to SEBA.

**6. Development of Application Software**

Vendor has to develop a Front End Application Software using latest technology (open source software is preferred). This application software shall be used for correction of data and re-print of Registration Cards.

Selected Bidder has to make a facility in Application Software to integrate previous years' Registration databases so that data correction and printing of Registration Cards of previous years can be done through a single

**Engagement of Technical Staff from Vendor :**

Vendor has to engage one technical staff in the office of SEBA for correction of data and re-print of Registration Card.

**Filling up of Examination Forms and Generation of Admit Cards :**

Students registered in 2019 will appear HSLC/AHM Examination in 2021. Like Online Application Software of Students' Registration, vendor has to develop a similar Online Software for submission of examination forms.

- ☞ Database of students' Registration, 2019 will be pre-loaded in the online software for examination form fill up.
- ☞ Apart from the Registration database, 2019, databases of fail candidates' of HSLC/AHM Examination, 2018, 2019 and 2020 have also to be integrated in the online software.

In this process school will login and select the candidates willing to appear the HSLC/AHM Examination, 2021. Payment facilities for school will be same as done in the Registration process. After closing of the process of filling up of Examination forms, vendor has to handover the database / source code to SEBA in desired format.

**Please fill-up the FORMS in next three pages with utmost care**

**Form-A**

**Pre-qualification Criteria**

**Eligibility Criteria and supporting documents required for Submission of RFP Response:**

Sl. No.	Eligibility Criteria	Supporting Document Required	Yes/ No and Deviation, if any
1	The Vendor shall be a single entity, registered as a Company, Firm or Society under respective acts in India and Should have been in existence in India for the last five years.	Self-attested copies of Company Incorporation Certificate or Registration Certification from ROC.	
2	The Vendor must be registered in India with appropriate tax authorities.	Self-attested Copies a)Service Tax Registration, b)VAT Registration c)PAN Card.	
3	The Vendor has to submit Income Tax Return for last three years	Self-attested Copies of IT Return.	
4	The Vendor should have had an average business turnover <b>As mentioned pre qualification criteria.</b>	a)Self-attested Copies of Certificate from the Chartered Accountant of the Organization. b) Self-attested Copies of Audited Balance sheets for last three years.	
5	Should have technically qualified and well-experienced strong in-house resource based on company roles.	Resumes of key resources available on company roles. (With proper seal and Signature)	
6	The Vendor should have registered under Provident fund authority.	PF/EPF Certificate to be attached	
7	Copies of Documents / purchase orders and letter of completion from customers for Similar projects completed.	Self-attested Copies of the major projects completed proving the experience as mentioned in Pre-Qualification criteria.	
8	The applicant should furnish an undertaking to the effect that the firm has not been black listed in India.	Undertaking document with proper seal and signature.	
9	Processing fee of Rs. 10,000/- (non-refundable.)	Through Bank Draft address to the Secretary, Board of Secondary Education, Assam payable at Guwahati	

10	EMD of Rs.200,000/- (Refundable)	Through Bank Draft address to the Secretary, Board of Secondary Education, Assam payable at Guwahati	
11	Performance Guarantee of Rs. 5,00,000/- (Refundable)	Through Bank Draft address to the Secretary, Board of Secondary Education, Assam payable at Guwahati	
12	Form A	Form A should be submitted on the company's letter head duly sealed and signed by the authorized person.	
13	Form B	TENDER Letter Performa	
14	Form C	Details of experience	
15	Letter of Authorization	Authorizing signatory	

**FORM B**  
**RFP Letter Performa**

To,

The Secretary,  
Board of Secondary Education, Assam,  
Guwahati - 781021

Sub : RFP for selection of vendor for Design, Development and Maintenance of Web Application and Online Registration of Class – IX students for the year 2019.

Sir,

The undersigned having read and examined in detail all the RFP documents pertaining to your assignment-do hereby expresses the interest to do the work as specified in the scope of work in RFP document and agreed to all terms and conditions as specified in the scope of work in tender document.

Sl. No	Description	Response
1.	Name of the Vendor	
2.	Address	
3.	Name, designation of the person to whom all references shall be made.	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

We have enclosed the required documents as per Form A.

I/We hereby declare that my/our TENDER is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking You,

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Date:

Witness by – Signature:

Name:

Address

Date:

Place

## FORM-C

**DETAILS OF EXPERIENCE of handling Student's Admissions, Enrolment and Registration related activities:**

SL. No.	Name and Address of The client	Date of start of the work	Date of completion	System Details	Cost of the Project
1.					
2.					
3.					
4.					
5.					

Important Note : The copies of work orders and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above. If required, you are free to attach extra sheets.

**FORM-D**

DECLARATION BY VENDOR TO BE SUBMITTED ON NON- JUDICIAL STAMP PAPER  
Rs.100.00/-

I/WE,.....owner of  
..... representing  
.....,

hereby solemnly declare & confirm that:

- (1) No employee or direct relation of any employee of SEBA, is anyway Connected as Partner/Share holder/ Director/ Advisor /Consultant/Employee etc. with the firm.
- (2) The information furnished is correct to the best of my knowledge and belief. If any information furnished by me is found to be false/ misleading, at any stage, my application/registration shall be liable for cancellation and forfeiture of EMD/Performance Guarantee/Security Deposit.
- (3) My/our firm has not been black listed by any institution of the Central/ State Government/any PSU/other institute etc. in the past.
- (4) I/We understand and authorize the BOARD to reserve the right to add/delete/alter any of the items to amend/add or any of the terms and conditions without assigning any reason (s) for the same.
- (5) The decision of the Board of Secondary Education, Assam (SEBA) shall be acceptable & binding upon me/us.

.....

(Signature of Proprietor/Partner  
/Chief Executive)

Name :

Date :

Place :

**Proforma - I**

**Declaration regarding NON-Blacklisting**

Date :

To,

The Secretary,  
Board of Secondary Education, Assam  
Guwahati - 21

Sub : RFP for selection of vendor for Design, Development and Maintenance of Web Application and Online Registration of Class – IX students for the year 2019.

Dear Sir,

In response to your RFP ref No. \_\_\_\_\_, as a Proprietor/Director/Owner of M/S \_\_\_\_\_, I/We hereby declare that our Company is not blacklisted by Government of India/Government of Assam or any other state government/union territory as well as there are no criminal cases against company and any of the board members.

Also our Company is having clean legal records. Also there are no open legal cases / petitions in any of the courts / high courts related to our service.

Thanking you;

Signature of Authorised Signatory with Name, Designation & Seal



**Proforma - II**

**BIDDER'S AUTHORISATION CERTIFICATE**

To,

The Secretary,  
Board of Secondary Education, Assam  
Guwahati - 21

Sub : RFP for selection of vendor for Design, Development and Maintenance of Web Application and Online Registration of Class – IX students for the year 2019.

Dear Sir,

\_\_\_\_\_, is hereby authorized to sign relevant tender documents on behalf of the Company in dealing with Tender of reference \_\_\_\_\_ dated \_\_\_\_\_. He is also authorized to attend meetings and submit Technical and commercial information as may be required by you in the course of processing above said tender.

Thanking you,

The Specimen signature of the authorized person is as:-

**AUTHORIZED SIGNATORY**

\_\_\_\_\_

Name :

Seal:

**Annexure-I**

<b>Sl. No.</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Educational Qualification</b>	<b>Total years of experience</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

## Commercial BID format

(Only for reference, to be submitted in Company's Letter Head)

Sr. No.	Description	Cost
1.	The price for development of software including handing over of Source Code to SEBA has to be quoted per year including for maintenance, upgrading, modification of software required from time to time and for stationing of one technical expert at SEBA office on whole time basis for three years as mentioned below :	
	<u>(a) Rate per Student inclusive of all taxes :</u> Registration, 2019 – Examination, 2021	
	<u>(b) Rate per Student inclusive of all taxes :</u> Registration, 2020 – Examination, 2022	
	<u>(c) Rate per Student inclusive of all taxes :</u> Registration, 2021 – Examination, 2023	
2.	The price for integration of old data per year.	
	<b>Total</b>	

*\*\*The number of students appearing in the HSLC/AHM Examination will be taken into consideration for payment irrespective of the fact that number of students may be more for Registration. However, part payment shall be released from time to time keeping in view the progress of the work.*

*\*\*above table is for hard copy of the Bid response, Rate to be quoted in the prescribed format of BOQ.*

(Seal and Signature of  
Proprietor/Partner /Chief Executive)

Name :

Date :

Place :

\*\*\*\_\*\*\*\_\*\*\*