

**GOVERNMENT OF ASSAM  
DIRECTORATE OF TRAINING  
ASSAM ADMINISTRATIVE STAFF COLLEGE  
KHANAPARA: GUWAHATI**

**NOTICE INVITING TENDER**

No. AASC (IT) 33/2015/6

Dated Guwahati the 4<sup>th</sup> of August, 2015

Sealed tenders in a two- bid system, i.e. (i) **Technical Bid** and (ii) **Financial Bid** affixed with non-refundable court fee stamps of Rs 8.25/- (Rupees eight and paise twenty five only) are invited from experienced IT firms/parties/private limited agencies for development and installation of Management Information System (MIS) of Assam Administrative Staff College, Jawaharnagar, Khanapara, Guwahati – 781022.

Interested tenderers may submit a written request on their company's letter head indicating the tender number and work description for issue of tender documents which should be addressed to the Administrative Officer, Assam Administrative Staff College. The cost of the tender documents is **Rs 500/- (Rupees five hundred only), which is non-refundable and is to be paid in cash.**

The sale of tender documents will start on August 6, 2015 from 10.00 am and close at 2 p.m. of August 31, 2015 and the last date of submission is August 31, 2015 upto 3 p.m and the technical bid will be opened on the same day at 3 p.m. Tenders received after the stipulated date and time are liable to be rejected. Tenders can also be downloaded from the website, [www.aasc.gov.in](http://www.aasc.gov.in). In all cases, tenders must be accompanied by the receipt of **Rs 500/- (Rupees five hundred only)** issued by this Directorate against the sale of tender documents.

The Director of Training, Assam Administrative Staff College, Guwahati reserves the right to accept or reject any or all tenders without assigning any reasons thereof. Assam Administrative Staff College, Guwahati neither binds itself to accept the lowest rate of tender nor does it undertake to assign reasons for the decision taken.

*Sd/-*  
**Director of Training**  
**Assam Administrative Staff College**

### **Terms and conditions:**

1. The bidder should be in a position to give the complete source code with documentation to AASC, Guwahati for study and further use by AASC, Guwahati. The source code shall be available on the AASC server without any lock for authorities of AASC, Guwahati and at no extra cost.
2. The successful bidder has to depute one software professional in AASC, Guwahati for the implementation/monitoring and troubleshooting of the proposed MIS.
3. The successful bidder may be required to train AASC staff on the source code so that in unforeseen circumstances, they can take care of the proposed MIS.
4. The software should be able to provide access to users at different levels.
5. The MIS should be developed using open source software.
6. The MIS should include -1.Human Resource Management (HRM) with pay bill generation 2.Accounts 3.Inventory 4.Hostel management 5.Room and manpower allocation 6.Training Management Information System 7.Essential services management 8. Estate works and maintenance
7. The rates quoted should be inclusive of training to officers and staff.
8. The selected party should provide complete documentation of the MIS and user manual.
9. The selected party should provide support for three (3) years after successful installation of the MIS. The additional cost in this regard should be shown separately.
10. The project is to be completed within six (6) months. There shall be onsite warranty of minimum three years after these six (6) months.
11. Training of the staff of AASC on MIS supplied is the responsibility of the successful bidder. The bidder shall provide two separate trainers who will train and assist the staff of AASC for one year on the MIS. The price bid of the bidder shall also include the training cost.
12. The items should be installed at Assam Administrative Staff College, Khanapara, Guwahati.
13. The tenders should be accompanied by a demand draft of Rs. 10,000.00 in favour of "Director of Training, Assam Administrative Staff College", which is refundable.

### **The following documents should be submitted along with the tender:**

1. Proof of experience of developing MIS for reputed Government/private organizations and should have successfully designed and installed the office automation software in a minimum of two/three institutions including both educational and other types of institutions.
2. Copies of the certificate of registration should be submitted along with the tender.
3. Copies of the PAN and latest IT return should be submitted along with the tender.
4. Proof of annual turnover for the last three years.

The Director of Training, Assam Administrative Staff College, Jawaharnagar, Guwahati-22 reserves the right to accept or reject any one or all tenders without assigning any reason thereof.

*Sd/-*

**Director of Training  
Assam Administrative Staff College**

## **Annexure – I**

From:

To: Director of Training  
Assam Administrative Staff College  
Khanapara, Guwahati – 781022

1. I/We hereby tender for the execution of the development and installation of Management Information System of Assam Administrative Staff College as per tender document and accepted by me/us for the work in accordance with the terms and conditions in the tender document.
2. I/We agree to pay the earnest money and accept the terms and conditions laid down in the memorandum below.

### **MEMORANDUM**

(A) General description of work: **Development and installation of Management Information System of Assam Administrative Staff College**

(B) Earnest money **Rs 10,000/- (Rupees ten thousand only),** payable in the manner described in the tender document. If the tender is accepted, the earnest money will be retained against the security deposit.

(C) Time allowed for execution **Six (6) months** from the date of issue of work of work

I/We hereby pay the earnest money of **Rs 10,000/- (Rupees thirty thousand only)** in the form of banker's cheque/demand draft in favour of the "Director, Assam Administrative Staff College Society, Guwahati – 781022"

3. If I/we fail to commence the work specified in para ( C ) above or as mentioned in the tender document, or fail to deposit security amount specified in para ( C ) above, I/we agree that the said owner and its successors without prejudice to any other right or remedy be at liberty to forfeit the said earnest money in full otherwise the said money shall be retained by the owner, towards the security deposit specified in para (B) above. The said owner shall also be at liberty to

cancel the notice of acceptance of tender if I/we fail to deposit the said security amount as aforesaid or to execute an agreement or start work as stipulated in the tender documents.

I/we enclose herewith the evidence of my/our experience of execution of work of similar nature and magnitude carried out by me/us and also all the essential/relevant documents mentioned in the tender document.

Date:

Signature of witness:

Name in block letters:

Address:  
seal

Signature of the tenderer with

Name in block letters:

Address:

## **Annexure – II**

### **Technical Specifications**

- 1) Firm/tenderer's name:
  
- 2) Postal address:
  
- 3) Telephone/mobile No.:
  
- 4) E-mail address:
  
- 5) Details of qualified staff/engineers(local support):

**Date:**

**Place:**

**Signature**

**Annexure – III**

**Proof of experience in Government / private organizations**

**Date:**

**Place:**

**Signature**

**Annexure – IV**

**Certificate of Registration**

**Date:**

**Place:**

**Signature**

**Annexure – V**

**Copy of PAN**

**Date:**

**Place:**

**Signature**



**Annexure – VI**

**Copy of latest IT return (for 2011-12, 2012-13, 2013-14)**

**Date:**

**Place:**

**Signature**

**Annexure – VII**

**Proof of annual turnover for the last three years**

**Date:**

**Place:**

**Signature**

## **Annexure – VIII**

### **Financial Bid (in INR)**

<b><u>Sl</u></b>	<b><u>Modules</u></b>	<b><u>Cost (INR)</u></b>
1	Human Resource Management (HRM) with pay bill generation	
2	Accounts	
3	Inventory	
4	Hostel management	
5	Room and manpower allocation	
6	Training Management Information System	
7	Essential services management	
8	Estate works and management	
9	Cost of training for source code	
10	Cost of training for MIS	
Total		

**Price (in INR) of the individual MIS modules should be specified**

**Date:**

**Place:**

**Signature**