



**Board of Secondary Education, Assam**  
**Bamunimaidam, Guwahati- 781021**

**Expression of Interest (EOI)**  
**For**  
**Question Bank & Test Generator Software**

**Ref No: SEBA/IT/QB/2022/45/21**

**Date of Issue: 28/02/2023**

**Last date of Submission: 21/03/2023 (up to 2.00 PM)**

## CONTENTS

<b>Sl. No.</b>	<b>section</b>	<b>Page no.</b>
1.	Invitation of EOI	3
2.	EOI schedule	4
3.	Scope of work EOI submission procedure	5
4.	Technical specifications	6
5.	Qualifying requirements	8
5.	Procedure for submission of EOI response	10
7.	Terms & conditions	11
8.	Form A	17
9.	Form B	18
10.	Form C	19
11.	Form D	20
12.	Proforma – I	21
13.	Proforma – II	22
14.	Commercial format	23

## **NOTICE INVITING EXPRESSION OF INTEREST**

Board of Secondary Education, Assam invites E-response to the Expression of Interest (EOI) For Question Bank & Test Generator Software from reputed firms for Design, Development, Customization, Integration, Testing, Training, Implementation and Comprehensive Warranty Maintenance and Support of Question Bank Manager software & creation of Question Bank.

This project aims to create a platform for repository of Question bank for smooth conduct of examinations. It will have a database of unique questions and answers and will have provision to make any kind of question paper for any exam. It will also allow to update its database whenever required with questions and answers.

VENDORS having experience of successfully execution of similar projects are invited to take part and submit their proposal along with company credential in line with the EOI requirement. The detailed EOI document is available at the websites <http://assamtenders.gov.in> and [www.sebaonline.org](http://www.sebaonline.org)

This EOI document contains the Scope of Work, Technical Specifications, Qualifying Requirements, Terms and Conditions, Forms and Procedure for Submission of Proposal for interested organisations. The vendor has to submit a detailed technical and financial proposal (Two BID System) for the objectives set forth in this EOI 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 website at [www.sebaonline.org](http://www.sebaonline.org) or contact the undersigned for more details.

Note: In the event of any dispute or differences in connection with the EOI 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

## EOI SCHEDULE

Sr. No.	Particulars	Start Date
1.	EOI Publish	28/02/2023
2.	EOI Document Download	01/03/2023
3.	Bid Submission Start Date	10/03/2023
4.	Last Date of EOI Response Submission	21/03/2023 (up to 2.00 PM)
5.	Technical Bid Opening	24/03/2023
6.	Technical Demonstration	Will be intimated in due course of time.
7.	Commercial Bid Opening	Will be intimated in due course of time.

## **1. SCOPE OF WORK**

### **1.1. Introduction:**

The secondary Education Act, 1961 (Assam Act, XXV of 1961) was passed for the establishment of a Board of Secondary Education, Assam to regulate, supervise and develop secondary education in the state of Assam. The act came into force with effect from 29<sup>th</sup> 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<sup>th</sup> March, 1962.

### **1.2. Project Objectives:**

This project aims to create a platform for repository of Question bank for smooth conduct of examinations. It will have a database of unique questions and answers and will have provision to make any kind of question paper for any required exam. It will also allow to update its database whenever required with questions and answers.

The Question Bank software will have following advantages:

- Secure and simple storage solution with classified retrieval of digital information.
- No physical boundary limitation and hence round the clock availability.
- Preservation and conservation advantages compared to hard copy format.
- Concurrent use of digital data and information possible.
- No complexities in physical storage or management of pen drives, DVDs, CDs.
- Logical archiving helps you make any kind of question paper in just a few clicks ranging from objective to subjective papers.
- Prevents repetitions of proofreading of question banks and test papers.
- Maintenance of complete log of activities done by the user.

### **1.3. Scope of Work:**

- A. The vendor shall provide the question bank manager and test preparation platform solution on license basis and it should run on secure private (in-house) physical infrastructure.
- B. The vendor shall provide annual maintenance for the software.
- C. The vendor shall create question bank as per the requirements and these questions shall be entered in the question bank software.
- D. The software shall be capable of generating instant test paper using the question bank.
- E. Detailed specifications and software features are given below.
- F. The vendor shall also provide translation of each question in these languages – Hindi, Assamese, Bengali & Bodo.
- G. The agency shall maintain a soft copy of question bank in .doc (word) format.

## 1.4. SOFTWARE FEATRES

The software should have following technical features:

1. Multiple language support(English, Assamese, Bodo, Hindi & Bengali)
2. Classification/tagging for questions
  - Questions should be classified by
  - Level of Educational Standards [Class IX, X, XI, XII, Graduate (Arts, Science, Commerce etc.)]
  - Subject wise
  - Chapter wise
  - Topic wise
  - Difficulty level
  - Source
  - Remarks
  - Concept
  - Each question will have multiple Tags
3. Each question will be Objective type.  
Each question will have 4 (four) probable answers (choices/options).  
Out of four choices/options, only one will be correct.  
Each question will have explanation for the answer.
4. There should be provision for cloning of a Question. Here Question setter will have provision to clone one question and modify the Question and Options. Through this clone facility Question setter will be able to create a new question which is similar to the original one.
5. Type setting:
  - Question and option index – font, font type, font size
  - Options for index
  - Answer and explanation text
  - Indent and hanging for question / option / answer/ explanation text
  - Line spacing
  - Alignment (left align, centre align, justify)
  - Paragraph spacing
6. Question Paper Display
  - Show paper title, paper instructions, section title, section
  - Show question ID.
  - Begin question on new page
  - Enter question on same page
  - Answer or explanation after each question all after all questions.
7. Duplicity checker - checking of duplicate questions on generated question paper.
8. Facility to import and export in Excel format.
9. Test paper settings:
  - Software should have provision for setting default Test paper. User will select the Level of Educational Standards, Subject, Chapter, Topic, Difficulty level etc.
  - Against each question, if the question was already asked in any previous paper, then it has to be displayed.

- Should have provision to remove a question and find a random question which is not listed in the test paper.
  - Difficulty level has to be displayed against each question in the test paper.
  - Shuffle questions
  - Reset question numbering at start of question type
  - Show default marks for each questions
  - Display of default marks against each question
10. Multiple Question Set - Setting of multiple sets of Question papers as required by the user with shuffled questions and options.
11. Statistics:
- Question paper statistics
  - Independent feature to show question bank statistics
12. Uploading of questions – software should have provision to upload multiple questions in excel format.
13. Database – Database creation, Configuration and Management.
14. Admin and User requirement - multiple user creation along with admin.
15. User Right settings:
- User right control on question types
  - User right control on exams and its sub categories
  - User right control on question sources
  - User right control on authors
  - User right control on concept
16. Action Rights:
- User right for uploading question paper
  - User right for edit, delete, export questions
  - User right to manage exam attributes of a question
  - User right to perform duplicity check
  - User can create test paper folders test papers
  - User can edit, delete, papers
  - User can manage sets and change test paper settings
17. Manage Master Rights:
- User can add, edit, delete question type
  - User can add, edit, delete examinations and its subcategories
  - User can add, edit, delete sources, languages, authors, concept

## **1.5. TECHNICAL SPECIFICATIONS**

1. Platform: Any latest stable version of freeware software.
2. Client scripting: Java script, Ajax, J-query etc.
3. Reporting: SSRS or any other.
4. Database: Any latest stable version of freeware Database software.
5. Performance requirements: Software should be fast enough to handle minimum 1 lacks of questions. Default Test paper generation should not take more than 5 mins.
6. Database Failover: DR facility should be implemented.
7. Database Backup: Configuration auto database backup.
8. Security: The system must provide adequate security to prevent unauthorized access. Any additional cost required to implement the Security features must be included in the proposal. Every activity has to be logged in the system.
9. Coding: Vendor must follow industry standard coding process, like proper comment, exception handling, message etc.
10. Hardware: The software will run in single Desktop Computer in a closed environment. No internet connectivity will be available in the Desktop Computer. For backup purpose another machine will be used with similar configuration. Configuration of the machines has to be specified by the Vendor and proposal must include the cost of the Desktop machines, and other costs (including Operating system, Software license, Security license and Anti Virus etc.).

## **1.6. Project timeline**

1. Project must be completed within 2 months from the date of signing of contract (from Requirement gathering to Final delivery of the project)
2. Vendor must complete pre-understanding of the project before signing the contract.
3. After delivery project will go to maintenance and support cycle. Vendor must provide support for any software bug/modification within the stipulated time.



## **2. QUALIFYING REQUIREMENTS**

SEBA invites EOI response only from experienced Organizations (henceforth referred as Vendor) with expertise in content development & E-Learning projects in Education sector.

1. The Vendor 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 India/Assam.
2. The vendor should have the presence in India IT/E-Learning Market at least for last 5 years.
3. The vendor should have experience in software development / content development in educational institutions.
4. The vendor should have experience in government educational institutions in Assam (LOI/Work Order copies to be submitted with the tender).
5. The vendor should be capable of delivering all the required modules of the system.
6. No joint venture and/or sub-contracting will be allowed.
7. The organization should have ISO 9001 – 2015 Certificate, ISO 27001 – 2013 Certificate.
8. The organization should have adequate & extensive experience in automation of various processes of educational institutes/ Boards/ Professional Bodies.
9. Following certificates are mandatory:
  - a. Company Registration
  - b. Trade License
  - c. GST Registration with tax clearance or latest paid challan
10. Income Tax return of the last three financial years (FY 2019-20, FY 2020-21, FY 2021-22) should be submitted with the proposal.
11. The Company should be profit making for last 3 financial years. Certificate from CA stating the same is must.
12. The Average Annual Turnover of the Vendor should be more than Rs3 CR in last three financial years. Audited Balance sheet from CA should be attached.
13. The Vendor 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.
14. Vendor should submit authentic document in support of their compliance to all the above requirements.

## **16. Bidding Procedure:**

- 1) Bidders should have valid Digital Signature Certificate (DSC) and must register as a Bidder in Assam Govt.'s e-procurement portal <http://assamtenders.gov.in>
- 2) All eligible/ interested Bidders are required to download EOI documents from SEBA's website <http://sebaonline.org> or Assam Govt.'s e-procurement portal <http://assamtenders.gov.in> and participate. Bidders are requested to correspondence through e-mail boardassam@gmail.com for doubts/information/difficulty regarding submission of Tender response if any.
- 3) A non-refundable processing fee for Rs. 2000/- (Rupees Two thousand) only to be deposited through online mode.
- 4) Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand) only to be deposited through online mode.
- 5) Other instructions can be seen in the Tender document. All or any one of the Bidders may be rejected by competent authority.

### **Pre-submission requirements**

1. The EOI response submitted by the vendor shall be based on the clarification, additional facility offered (if any) by SEBA, and this EOI shall be unconditional. Conditional EOIs shall be summarily REJECTED.
2. All vendors are cautioned that EOI response containing any deviation from the contractual terms and conditions, specifications or other requirements and conditional EOI responses will be treated as non-responsive. The vendor should clearly mention in forwarding letter that his offer (in envelop No.1and2) does not contain any conditions or deviations from terms and conditions stipulated in the EOI document.

### **Instructions**

1. Vendor / Agencies are advised to study this EOI document carefully before submitting their proposals in response to the EOI notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this EOI document with full understanding of its terms, conditions and implications.
2. A two-envelope selection procedure shall be adopted. Vendor (authorized signatory) shall submit their offer separately in two separate sealed envelopes. The sealed envelope containing only hardcopy of Technical Bid (including Pre-Qualification Documents) in original and Commercial Bid needs to be submitted to Office of the Secretary, Board of Secondary Education, Assam, Bamunimaidam, Guwahati – 781021.

### **3. TERMS AND CONDITIONS**

1. This Invitation for Bids is open to all eligible vendors.
2. Selection of vendor 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 Vendor eligible for selection.
3. **Vendor Experience:** The Vendor should have an ability to satisfy SEBA's requirements and should have an experience of similar kind of project 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 vendor.
4. Should have technically qualified and well-experienced strong in-house resources based on company role.
5. There should be no overwriting in the vendor's offer. If required, striking out entries and writing afresh the vendor can make corrections. The initials of the vendor's authorized person and the seal of the vendor's company must verify each correction. All rates given in this EOI must be expressed as Unit Price as stated in Appendix. After award of the contract, if the vendor 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 vendor and his EMD shall be forfeited.
6. **Cost of Bidding:** The Vendor 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.
7. The Vendor 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 Vendor's risk and may result in rejection of its bid.
8. **Late Bids:** Any bid received by SEBA after the deadline of submission of bids prescribed by the SEBA, will be rejected and/or returned unopened to the Vendor.
9. **Clarification of Bids:** During evaluation of bids, SEBA may, at its discretion, ask the Vendor 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.
10. **Contacting the Purchaser:** No Vendor 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 vendor wishes to bring additional information to the notice of SEBA, it should do so in writing. Any effort by a Vendor to influence any official of SEBA in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Vendor's bid.
11. **SEBA reserves right to Accept or Reject Any or All Bids:** 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 Vendor or Vendors.
12. **Authorized Signatory :**The 'Applicant' mentioned in the EOI document shall mean the one who has signed the EOI response document form. The applicant should be 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.
13. **Signing of Contract:** At the same time as SEBA notifies the successful vendor that its bid has been accepted, SEBA will send the vendor 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 vendor shall sign (with date) the Contract and return it to SEBA. If vendor fails to do the same, his EMD will be forfeited and next vendor will be called for agreement.
14. **Delays in the Vendor's Performance:** Delivery of all prescribed 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 system. The vendor shall promptly notify the Purchaser (SEBA) in writing of 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.

15. The successful vendor has to train SEBA's designated staff for the Operation of HRMS system free of cost.

16. **Prices and Taxes:**

- a. Prices quoted by the Vendor should include all development, hosting, and maintenance cost.
- b. Prices quoted by the Vendor should be inclusive of all types of taxes (if applicable). The rates should be quoted inclusive of all Modules of the HRMS project.

17. **Submission of EOI Response:**

For the purpose of selection of the vendor, a single-stage two envelopes bidding process will be followed.

- a. Apart from online submission in <http://assamtenders.gov.in>, Bidders have to submit a hard copy of the technical bid response in a sealed envelope mentioning "Technical Response to the EOI for Question Bank & Test Generator Software. Hard copy of financial Bid is not necessary.
- b. 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.
- c. Commercial bid should contain price of the System as per format supplied by SEBA along with the Tender form, duly filled and signed by the authorized person.

18. **Cancellation of Contract:**

In case of any breach of any terms and conditions by the successful vendor / contractor, SEBA, reserves the right to cancel the agreement by giving 7 day notice to the Vendor.

19. **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.
- b. If the vendor fails to perform any other obligation(s) under the contract.
- 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. On such scenarios, the EMD of the vendor will be forfeited.

**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.

20. 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.

#### **4. EVALUATION OF BIDS**

A two-stage procedure will be adopted in evaluating the proposals with the eligibility criteria evaluation and technical evaluation completed entirely prior to any financial proposals being opened. Eligibility criteria and Technical Evaluation documents will be evaluated to ensure that all the stated criterions are met.

Bidders need to fulfil all the Qualification conditions mentioned in the bid. The technical committee will examine the Bids to determine whether the bidders meet the eligibility criteria, whether the Bid format conforms to the bid requirements, whether documents have been properly signed, and whether the Bids are generally in order.

- 4.1. The bidder has to be eligible in all parameters as laid out in the eligibility criteria.
- 4.2. Those found eligible shall be evaluated on Technical requirements as per the marks detailed in the technical evaluation.
- 4.3. The total marks secured in technical evaluation shall be taken as a score of 70%.
- 4.4. The balance of 30 % shall be calculated by the financial evaluation.
- 4.5. The score calculation is reflected at **QCBS (QUALITY AND COST BASED SELECTION)**.
- 4.6. QCBS (Quality and Cost Based Selection)

The bid will be evaluated on QCBS methodology in the ratio 70:30 i.e. 70% weightage will be given to the technical evaluation and 30% weightage will be given to the financial bid.

The evaluation will consist of the following phases

- A. Evaluation of Technical bids (of eligible bidders in pre-qualification).
- B. Evaluation of Financial bids (of Technically qualified bidders)
- C. Combined evaluation of Technical & Financial bid

#### 4.7. Technical Evaluation

All the bidders who secure a Technical Score of 70 or more will be declared as technically qualified. The bidder who qualifies the evaluation of technical bid, their Financial bid shall be opened.

<b>Technical Evaluation</b>				
<b>S.No.</b>	<b>Criteria</b>	<b>Basis for Evaluation</b>	<b>Max Marks</b>	<b>Supporting Documents</b>
1	Bidder Financial Stability – Average Annual Turnover for Last Three Financial Years.  Bidder's Average Annual Turnover during the last three Financial Years 2019-20, 2020-21 & 2021-22	<ul style="list-style-type: none"> <li>• 50 Lacs to 1 Cr – 10 Marks</li> <li>• 1 Cr to 3 Cr – 15 Marks</li> <li>• More than 3 Cr – 20 Marks</li> </ul>	20	CA Certificate
2	Bidder Experience – No of Projects  Bidder should have experience of deploying e-learning projects under central / state govt. departments.	<ul style="list-style-type: none"> <li>• Up to 3 Projects – 10 Marks</li> <li>• 4 to 6 Projects – 15 Marks</li> <li>• More than 6 Projects – 20 Marks</li> </ul>	20	Copies of work order and completion certificates.
3	Certification / Recognition (ISO Certificates or any other quality control recognitions)	<ul style="list-style-type: none"> <li>• For each certificate / recognition – 2.5 marks each up to 5 marks in total for these criteria.</li> </ul>	05	Copy of certificate.
4	Presence in Assam  Bidder should have previous experience of deploying E-Learning projects under Govt. departments in Assam.	<ul style="list-style-type: none"> <li>• Between 1 to 3 Years – 5 marks</li> <li>• Between 4 to 7 Years – 10 marks</li> <li>• More than 7 Years – 15 marks</li> </ul>	15	Copies of work order.

5	Technical Compliance & Presentation	<ul style="list-style-type: none"> <li>• Technical Compliance for the solution – 5 marks</li> <li>• Available technical resource and experience – 10 marks</li> <li>• Presentation including methodology, project execution plan, e-content, POC etc – 25 Marks</li> </ul>	40	Based on the Proposed Solution.
---	-------------------------------------	--	----	---------------------------------

#### 4.8. Technical Score calculation

The bidder with highest qualifying technical score (T1) will be awarded 100% score. Technical Scores for other than T1 bidders will be evaluated using the following formula:

Technical Score of the Bidder (Tn) = (Normalized Technical Score of the Bidder / Technical Score of T1) \* 100

Note: The score value is adjusted up to two decimal places.

Example: The bidder with the Highest Technical Score will be awarded 100 and other bidders will be awarded on percentile basis.

If the bidder with highest technical score is 90, then the T1 bidder will get (Tmax)100.

A bidder awarded 80 as technical score will get  $(80/90) \times 100 = 88.88$

#### 4.9. Financial Score calculation

The bidder with lowest qualifying financial bid (L1) will be awarded 100% score. Financial Scores for technically qualified bidders other than L1 bidders will be evaluated using the following formula:

Normalized Financial Score of a Bidder (Fn) = (Commercial Bid of L1/ Commercial Bid of the Bidder) x 100

Note: The score value is adjusted up to two decimal places.

Example: If L1 is INR 110 and L2 is INR 120, then L1 will receive (Fmax) 100 and L2 will receive  $[110/120] \times 100 = 91.67$

#### 4.10. Calculation of Composite Bid Score:

Technical and financial scores secured by each bidder will be added using weightage of 70% and 30% respectively to compute a Composite Bid Score.

The bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project.

The Composite Bid score will be calculated as follows:  $B_n = (0.70 \times T_n) + (0.30 \times F_n)$

Tn = Technical score of the bidder (out of maximum of 100 marks)

Fn = Financial score of the bidder (out of maximum of 100 marks)

Bn = Composite Bid score of the bidder

In the event the composite bid scores are 'tied', the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for the award of the Project.

## **5. 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 technical proposals submitted by the vendor shall be evaluated by a Technical Evaluation Committee.
3. The short-listed vendors may be called to provide detailed demonstration of similar types of works undertaken by them earlier, on specified date as will be decided by the SEBA, in consultation with the vendor.
4. The financial proposal of the short-listed vendors will be evaluated by the Evaluation Committee formed by the authority of the SEBA.
5. In the event of any dispute or differences in connection with the EOI the same will be subject to an arbitration of Secretary, Board of Secondary Education, Assam (SEBA) and the same will be governed by the provision of Assam Industrial Dispute Rule, 1958.

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.

**(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 EOI 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 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. GST Registration b. PAN Card	
3	The vendor has to submit Income Tax Return for last three years.	Self-attested Copies of IT Return of last three years.	
4	The vendor should have average business turnover as mentioned pre-qualification criteria.	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.	
6	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.	
7	The vendor should furnish an undertaking to the effect that the firm has not been black listed in India.	Undertaking document with proper seal and signature.	
8	Processing fee of Rs. 2,000/-(non-refundable.)	Through Online Mode	
9	EMD (Earnest Money Deposit) of Rs. 50,000/-.	Through Online Mode	
10	Form A	Form A should be submitted on the company's letter head duly sealed and signed by the authorized person.	
11	Form B	TENDER Letter Performa	
12	Form C	Details of experience	
13	Letter of Authorization	Authorizing signatory	

## FORM B

### EOI Letter Pro forma

To,  
The Secretary,  
Board of Secondary Education, Assam,  
Guwahati – 781021

Sub : Request for Proposal from reputed software consultancy firms for Supply, Design, Development, Customization, Integration, Testing, Training, Implementation and One year on-site Comprehensive Warranty Maintenance and Support of Tailor Made Question Bank & Test Generator Software solution including Disaster Recovery for the Board of Secondary Education, Assam.

Sir/Madam,

The undersigned having read and examined in detail all the FRP documents pertaining to your assignment-do hereby expresses the interest to do the work as specified in the scope of work in EOI 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 E-Learning / E-Content projects related activities:**

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

**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 SEBA 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 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 : Request for Proposal from reputed software consultancy firms for Supply, Design, Development, Customization, Integration, Testing, Training, Implementation and One year on-site Comprehensive Warranty Maintenance and Support of Tailor Made Question Bank & Test Generator Software solution including Disaster Recovery for the Board of Secondary Education, Assam.

Dear Sir,,

In response to your EOI 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

VENDOR'S AUTHORISATION CERTIFICATE

To,  
The Secretary,  
Board of Secondary Education, Assam  
Guwahati – 21

Sub : Request for Proposal from reputed software consultancy firms for Supply, Design, Development, Customization, Integration, Testing, Training, Implementation and One year on-site Comprehensive Warranty Maintenance and Support of Tailor Made **Question Bank & Test Generator Software solution** including Disaster Recovery for the Board of Secondary Education, Assam.

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:

**COMMERCIAL BID FORMAT**

(Only for reference, to be submitted in Prescribed BOQ)

S. No.	Particular	Qty	Rate
01.	Question Bank Manager Software & Test Generator Software including required Software license cost and providing source code.	01 No.	
02.	Question Bank Creation (In English)		
2.1	Per 50 Questions (for questions excluding Reading Comprehension or long questions)	01 Set	
03.	Translation of Question Bank in other language (Assamese, Bodo, Hindi and Bengali)		
3.1	Per 50 Questions (for questions excluding Reading Comprehension or long questions) per language.	01 Set	
04.	Annual Maintenance Charge including Development, requirement for changes (if any) per year, including training twice in a year.		

**Schedule of Payment except the Annual Maintenance & Development Cost :**

Sr. No.	Description	Cost
1.	On signing the contract	10% of onetime payment.
2.	Against successful setup of Question Bank Software	Next 35% of onetime payment
3.	Against successful creation of Question Bank	Balance 35% of onetime payment.
4.	Against successful delivery and implementation	Balance 20% of the total cost.

**Note: The contract shall be initially for three years. Contract may be extended to another one or more years on satisfaction of the work.**

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

Name :

Date :

Place :

\*\*\*\*\*