GOVERNMENT OF ASSAM
DIRECTORATE OF TRAINING
ASSAM ADMINISTRATIVE STAFF COLLEGE
AN INSTITUTE CERTIFIED UNDER THE STANDARDS OF ISO 9001:2015
JAWAHARNAGAR, KHANAPARA; GUWAHATI-22
PHONE NO.2363325, FAX NO.0361-2362361

NOTICE INVITING TENDER

No. AASC(T) 40/2018-19/53   Dated 15th of October, 2018

Sealed tenders in two- bid system affixed with non-refundable court fee stamp of **Rs.8.25 (Rupees Eight and Twenty-Five Paisa)** only are invited from reputed registered vendors or their authorized dealers/manufacturers for supply of the following item/items-

Sl No.	Description of the job	Quantity
1	• Design, Development and Hosting of Alumni Portal for 3 (three) years • Data Migration • SMS gateway • Payment gateway integration • AMC and upgradation from Second year onwards	1 (one)

The tenders will be received till 1st of November, 2018 and will be opened on the same day at 03.00 pm. In case that day happens to be a holiday, the tenders will be opened on the next working day. The firms or their authorized representatives may be present at the time of the opening of tenders.

The interested firms may collect the tender documents from the Administrative Officer, Assam Administrative Staff College during office hours on cash payment of **Rs. 500.00 (Rupees Five Hundred) only** which will be non-refundable till 29th of October, 2018

` The tender documents may also be downloaded from the website www.aasc.assam.gov.in. However, the payment of **Rs. 500.00 (Rupees Five Hundred) only** in cash only will have to be made in any case.

The Director of Training, Assam Administrative Staff College reserves the right to accept or reject any or all tender papers without assigning any reasons thereof.

Sd/-
Director of Training
Assam Administrative Staff College

TENDER DOCUMENT

DESIGN, DEVELOPMENT AND HOSTING OF ALUMNI PORTAL

ASSAM ADMINISTRATIVE STAFF COLLEGE
JAWAHARNAGAR, KHANAPARA, GUWAHATI, ASSAM
781022

Web Site: www.aasc.assam.gov.in

TERMS AND CONDITIONS

1. Sealed tenders along with court fee as mentioned in the notice should be submitted in two-bid system with technical and financial bid in two separate covers distinctly marked accordingly and super-scribed with the tender notice number and date.
2. Tenderer should enclose up- to- date registration certificate.
3. Tenderer should have PAN and registration under GST. A copy of certificate of PAN and registration under GST should be enclosed.
4. Tenderer should have done Portal development jobs in Govt./Semi Govt. institutions/Govt. of India undertakings/autonomous body and should furnish copies of such work orders executed during the last one years.
5. Item-wise rates should be quoted in words as well as figures. Quoted rates should be inclusive of all charges, including admissible taxes and should be valid for a period of 1 (one) year. AMC will be valid after completion of one year of commissioning of the portal.
6. The firm should have an annual turnover of Rs. 50.00 lakh or more in last financial year.

7. This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever. Tenders in which any of the particulars and prescribed information is found inadequate or incomplete in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the tenderers will result in rejection of their tenders.
8. Tenderer or his authorized representative may choose to be present at the time of opening of bids.
9. Financial Bid of only technically-qualified venders shall be opened.
10. Technical compliance will be examined by a committee to be constituted by the authorities.
11. **Dispute**: In case of dispute, the matter shall be settled mutually, failing which the decision of the Director of the Assam Administrative Staff College shall be final and binding on the bidders
12. Earnest Money: **Rs. 10000.00 (Rupees Ten Thousand) only** (refundable) – to be deposited along with technical bid in the form of a Demand Draft/Bankers Cheque in favour of **"Director, Assam Administrative Staff College Society"**. **Tenders without earnest money shall be rejected**.
13**.** Tender Fee: **Rs. 500.00 (Rupees Five Hundred) only** (non-refundable) - to be deposited in cash. **Tenders submitted without Tender Fee Receipt shall be rejected.**

The Director has the right to accept / reject any one or all tender papers without assigning any reason thereof.

Sd/-
Director of Training
Assam Administrative Staff College
Jawaharnagar, Khanapara, Guwahati – 781 022

Warranty and post installation support:

The successful tenderer must furnish a warranty for providing free post installation comprehensive support during a warranty period of **1 (one) year** from the date of successful installation and commissioning.

Training and documentation:

On successful commissioning of the entire web Portal system, the agency shall impart training for day-to-day operation to the chosen staff of Assam Administrative Staff College free of cost. In case the training needs outstation visit, board and lodging has to be arranged by the supplier free of cost. The agency will also provide a full user and technical manual to operate the devices and the software.

Annual Maintenance Contract:

1. Along with the tender bid the tenderer must quote charge for comprehensive Annual Maintenance Contract (AMC) along with hosting charges applicable after the expiry of the period of warranty.

2. Any tender without quote for the AMC shall not be considered.

3. The AMC shall include cost of customization, data entry and updation of data.

4. Assam Administrative Staff College reserves the right for third party maintenance after expiry of the warranty period.

Delivery: Vendor has to deliver Alumni Web portal within 3 Months of date of order.

Technicalities for Alumni Portal

1. About
2. Alumni Association
3. Objectives of AASC
4. Secretary's Message
5. Executive Committee
6. About AASC
7. Department Alumni Coordinator
8. Alumni Meet
9. Reunion
10. All Events
11. Notable Alumni
12. Sign In / Sign Up Form
13. Jobs & Internships
14. News and Updates
15. Photo Gallery
16. Alumni Needs
17. New features
18. Alumni around the World
19. Contact Us
20. Privacy Policy

Note: All static content provided by Institute.

2. Content Management System (CMS) content management system (CMS) is a system providing a collection of procedures used to manage work flow in a collaborative AASC environment. The procedures are designed to do the following:

- ✔ Allow for a large number of users to contribute to and share stored data
- ✔ Control access to data, based on user roles (defining which information users or user groups can view, edit, publish, etc.) in AASC
- ✔ Aid in easy storage and retrieval of data
- ✔ Control of data validity and compliance
- ✔ Reduce repetitive duplicate input
- ✔ Improve communication between users

3. Vendor add the following features to the Alumni portal.
- ✔ Light Weight Homepage
- ✔ Create fresh and professional look to the portal
- ✔ Functional, User friendly & easily navigable system

4. Scope of Work
- Online Registration form / Feedback Form.
- Online Alumni Directory - Allows members to search for other alumni members and invite them to join their list of friends. This will be dependent on the privacy settings prescribed by each Alumnus.
- Social media networking - Enhanced Social Media networking will be provided, rather than just being able to search for members and send messages. Social media networking will have following features:
  - Allow members to share messages, photos, videos, events etc. ·
  - Allow members to create events and invite only other Alumnus.
- Groups – The Alumni Committee at AASC or Members will be able to create special interest groups and invite others to join these special interest groups.
- Newsmakers, News and Announcements – The Alumni committee will be able to post news and announcements. News and announcements can be of two different categories: Public or Member only. Members can post Newsmakers, News and Announcements but this becomes visible on the portal only after approval by the Admin/Alumni Committee.
- Discussion Forums (inclusive of Polling) – The Alumni Committee will be able to create categories for Discussions. Members will be able to request for the new categories. The Alumni office will be able to moderate the discussion or assign moderators from the members. Access to Discussion Forums will be restricted to Members only.
- Events and Reunions – The Alumni office will be able to create events for all Members and batches. Also members will be able to create events for all members, batch-mates or friends list. Events can be created both as public or group.
  - If the Event is marked as Public, it will be visible to general visitors of the web-site and in that case, the event may not seek the response from the user. Alumni committee can create paid events, where the collection of fees may be done through the integrated payment gateway.
- Donations / Funds / Fees.
- Alumni Articles / Newsletter.
- Alumni Magazine - A section to display the "Alumni Magazine
- Privacy Settings
- Integration with other Social / Professional Networking sites
- Integration of SBI Payment gateway, Payment gateway API/UPI
- Data Migration of old records from Register.

4. Technology:

Operating System
O/S Supported : Linux, Sun Solaris. Windows 2000,Xp.
Language Supported
Java : Java or PHP, Struts v 1.1 or Higher
Application Server
Application Server: Apache Tomcat Sever version 5x

TECHNICAL BID FORM

Name of Tenderer				
Name of the Firm				
Name of Authorized Person				
Registered office Address				
Year of Establishment				
Type of Firm	Public Ltd Co	Private Ltd Co	Partnership Firm	Authorized /Dealers/Distributor
Please Tick				
Telephone Number(s)				
E-mail Address/website				
Fax No.				
Mobile Number				
Registration Number				
Total Annual Turnover				
GST Certificate	Reg. Number		Issue date	Valid till date
PAN Number				
Earnest Money Deposited through	Bank Details	Amount (Rs)	D.D. Number	Date
Experience Details (in Govt./ Semi Govt./ Govt. of India undertaking/ Autonomous body)	Name of the work		Types of equipment supplied/ installed	Cost (in Lakh)
Number of Service Engineers				

Use additional sheet if required.

The following documents must be enclosed with the bid form:

1. Court fee
2. Registration Certificate.
3. PAN card.
4. Amount quoted details (item wise).
5. Money receipt of the tender fee paid to "Assam Administrative Staff College Society".
6. Earnest money deposit details.
7. GST Registration.

Place: Date:

Authorized signature

Seal of the firm

Financial Bid Performa

S. No.	Particulars	Quantity	Price (Rs)
1.	Design, Development and onsite Training of Alumni Web Portal.	1	
2.	Hosting for 3 years	1	
3.	All integration and migration including payment gateway	1	
		GST @ 18%	
		Grand Total	
In words-			

S. No.	Particulars	Quantity	Price (Rs)
1.	AMC after Expiry of 1 Year Warranty (Along with Cloud Hosting and all integration from 2nd year)	1	
		GST @ 18%	
		Total	
In words-			

These rates are inclusive of all admissible taxes and deductions.

Place: Date:

Authorized signature   Seal of the firm