



অসম উচ্চতৰ মাধ্যমিক শিক্ষা সংসদ
ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMAIDAM :: GUWAHATI-21

No. AHSEC/EST/DTM/517/2018/2630

Date: 10/08/2018

Request for Expression of Interest (REoI) for Digitization of Documents

Proposals are invited from reputed Software Companies/IT firms for digitization of documents. Interested Bidders may visit the official website of AHSEC (www.ahsec.nic.in) to download the REoI document which will be available in the website from 16/08/2018 onwards. Last date of submission of Proposal is 06/09/2018 up to 2 PM.

Sd/
Secretary,
Assam Higher Secondary Education Council,
Bamunimaidam, Guwahati- 21

Memo No. AHSEC/EST/DTM/517/2018/2630

-A-

Date: 10/08/2018

Copy to: -

1. The Chairman, AHSEC for favour of kind information.
2. The Deputy Secretary (Inspection) for making necessary arrangement to upload the detail REoI document into the Website of AHSEC.
3. The Controller of Examination, AHSEC for information.
4. The Superintendent, Establishment Branch, AHSEC for arranging to publish the advertisement in one issue of Dainik Janambhumi and The Assam Tribune.

Sd/
Secretary,
Assam Higher Secondary Education Council,
Bamunimaidam, Guwahati- 21

Disclaimer

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

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

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

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

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

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

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

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

1. Background

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

Recently, AHSEC has initiated many activities to computerize and automate its day-to-day works. In order to enhance the IT (Information Technology) enablement, AHSEC intends to engage a software company/firm for digitization of Tabulation Registers (TRs) that contains records of HS Final Year appeared candidates from the year 1988 to 2004.

Contract shall be awarded through Two Part Bidding Process from among the vendors shortlisted on the basis of the REoI Parameters. Only the shortlisted vendors based on the criteria listed in this REoI shall be informed for purchase of Request for Proposal (RfP) document and submission of detailed Technical Proposal and Commercial Proposal (separately) for undertaking the Digitization Project.

2. About Tabulation Registers (TRs):

Tabulation Registers (TRs) are book binding registers where records of students of HS Final Year Examination are kept in hand written format. The TRs contain information about the student viz. Name, Roll, Number, Year etc.

There are around 1400 TRs for the duration 1988 to 2004. Each TR contains around 170 pages (approximately) on an average. Average number of students' records in each page is 12 approximately. Size of each page of TRs is 39 cm × 56 cm (in between A2 and A3 size).

3. Important Dates

Date of downloading of REoI document	16/08/2018 onwards
Last Date and Time for submission of Proposal	06/09/2018 upto 2 PM
Date, Time & Venue of Bid Opening	06/09/2018 at 3 PM Venue: AHSEC, Bamunimaidam, Guwahati- 781021
Address for Communication	The Secretary, Assam Higher Secondary Education Council, Bamunimaidam, Guwahati- 781021, Assam

Note:

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

4. Scope of Work

The scope of work comprises of basically three parts - A) scanning of the pages of TRs, B) data entry and indexing of the records in TRs and C) Providing software application for Storing and retrieving scanned pages-

- A. Scanning of Pages of TRs
- A.1. Scanning each pages of TRs in PDF/TIFF/JPEG format with minimum 300 dpi grayscale resolution.
 - A.2 Minimum file size of each scanned page should be 300 KB.
 - A.3 The selected Bidder will have to arrange flatbed/book scanner, computer/Laptop and accessories for the scanning purpose of its own. AHSEC will provide space, electricity and required furniture.
 - A.4 The TRs will not be allowed to unbind.
 - A.5 As the TRs contain vital and sensitive data, the selected Bidder will not be allowed to take them outside a specified area of AHSEC building.
 - A.6 Strict confidentiality need to be maintained by the selected Bidder about the content of the TRs or any other information shared by AHSEC with the selected Bidder for the purpose of the work.
 - A.7 Quality of the scanned document needs to be enhanced to optimum level for clarity. Skew correction, removal of black noise around text and de-speckle (remove small dots between text) need to be carried out properly.
 - A.8 In any case, the selected Bidder shall not change, mutilate, destroy or replace the TRs pages given to them for scanning.
- B. Data Entry and Indexing of Records in TRs
- B.1 The selected Bidder will have to enter the required data of the records in TRs for indexing.
 - B.2 As the data is extremely sensitive and important in nature, supreme care is to be maintained so that there is no chance of any wrong data entry.
 - B.3 Proper indexing parameters are to be chosen among the entered fields to search scanned pages.
- C. Providing web based software application for Storing and retrieving scanned pages
5. **Right to amend document**
AHSEC reserves right to modify the REoI document through addendum/corrigendum, any time prior to the last date for submission of Proposal which will be uploaded into the AHSEC website only from time to time, not to be floated in any newspaper. In order to provide prospective Bidders reasonable time to respond to the modifications, AHSEC may, at its sole discretion, extend the last date for submission of bids.
6. **Right to accept or reject bids**
AHSEC reserves right to accept or reject any or all bids without assigning any reason whatsoever. The decision of AHSEC in this regard will be final.
7. **Number of Proposals**
No Bidder shall submit more than one Proposal for the proposed work.
8. **Currency**
The Bidders shall express the price of their Assignment / Job in Indian Rupees only. All payments will be made in Indian Rupees only.
9. **Due diligence**
The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms, guidelines and specifications in this REoI document. The Proposal should be precise, complete and in the prescribed format as per the requirement of the REoI document. Failure to furnish all information required by the REoI document or submission of Proposal not responsive to the REoI document in every respect will be at the Bidder's risk and may result in rejection of Proposal. AHSEC shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder.
10. **Cost of bidding**
The Bidder shall bear all costs associated with the preparation and submission of its Proposal and AHSEC shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
11. **Period of Validity**
11.1 Proposals shall remain valid for 180 (One hundred and eighty) days after the last date of submission of bids. AHSEC holds the right to reject a Proposal valid for a period shorter than 180 days as nonresponsive, without any correspondence.

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

12. Eligibility Criteria for Short listing:

(A) Technical:

A.1 The Bidder should be an entity registered under following acts for last 3 (Three) years:

- Indian Companies Act, 1956/2013
- Limited Liability Partnerships (LLP Act, 2008)
- Indian Partnership Act, 1932

A.2 The Bidder should have successfully completed at least following number of work(s) of similar nature (digitization of documents) in India.

1 (One) project of worth Indian Rupees not less than 30,00,000 (Thirty Lakhs Only)

OR

2 (Two) projects each of worth Indian Rupees not less than 15,00,000 (Fifteen Lakhs Only)

OR

3 (Three) projects each of worth Indian Rupees not less than 20,00,000 (Twenty Lakhs Only)

A.3 The Bidder must have at least 15 (Fifteen) permanent professionals each with qualification minimum bachelors degree in any field of Information Technology with 3 (Three) years' experience in Web Application development/ Document Digitization.

A.4 The Bidder must have head office located in Guwahati.

A.5 The Bidder should not be blacklisted by any department/organization.

A.6 The Bidder should be of ISO 9001 and ISO 27001 standard.

A.7 The Bidder must have GST Registration, Income Tax return and valid Trade License.

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

(B) Financial: The average annual turnover of the Bidder must be equal to or more than Indian Rupees 1 (One) Crores during the last 3 (three) financial years from document digitization/web application development works only.

13. Authentication of Proposal

The Proposal shall be signed on each page by a person or persons duly authorized by the Bidder. Certificate for power of attorney of the Bidder in stamp paper of Rs 100.00 (One Hundred Only) shall be provided with the proposal or a copy of the resolution from the Board of Directors authorizing the person as the signatory authority must be submitted. The Bidder also need to submit a copy of the REoI document sealed and signed by the authorized signatory as a token of acceptance to the terms and conditions of the REoI document.

14. Language of Proposal

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

15. Validation of Interlineations in Proposal

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

16. Sealing and Marking of Proposal

The Proposal is to be sealed inside an envelope superscribed as “Proposal for Digitization of Tabulation Registers”. If the envelope is not sealed and marked as required, AHSEC will assume no responsibility for the Proposal’s misplacement or premature opening.

17. Address for Proposal submission

The Proposal complete in all respect should be submitted to the following address-
The Secretary, Assam Higher Secondary Education Council, Bamunimaidam, Guwahati- 781021, Assam

18. Rejection of Proposal

Proposals, incomplete in any respect or received after due date and time will be summarily rejected.

19. Submission of Work Plan

Bidders need to submit its work plan for the approach and methodology to be adopted. The work Plan should contain all the technical specifications, timeline, workflow, process flow, interaction among modules, implementation strategy, maintenance procedure etc.

20. Presentation

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

21. Bid Processing Fee

Bidders are required to submit a non-refundable bid processing fee of Rs. 10,000.00 (Ten Thousand Only) in the form of a demand draft drawn from a Nationalized/Scheduled bank located in India in favour of the Secretary, Assam Higher Secondary Education Council payable at Guwahati.

22. Submission of Bids

Proposal complete in all respect is to be submitted to the address mentioned in clause 17.

Covering Letter
(On Bidder's letterhead)

FROM: (Full name and address of the Bidder)

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

To

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

Sub: - Digitization of Tabulation Registers

Ref: REoI No. AHSEC/EST/DTM/517/2018/2630

Dated: 10/08/2018

Sir,

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

Yours Faithfully,

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

Annexure-II

Technical bid
(On Bidder's letterhead)

SL. No.	Particulars	Give details or mention page no. where attached
1	Name of the Bidder	
2	Address, email id and telephone number of the registered office of the Bidder	
3	Address, email id and telephone number of the office of the Bidder located at Guwahati	
4	Name, designation, address, email id and mobile number of the contact person of the Bidder	
5	Date of Incorporation (attach photocopy of documents)	
6	Date of Commencement of Business	
7	Registration number of the Bidder as per Certificate of Incorporation (attach photocopy of registration certificate)	
8	PAN Number of the Bidder (attach photocopy of PAN card)	
9	GST registration (attach photocopy of documents)	
10	Updated GST return document (attach photocopy)	
11	Income Tax Return of the Bidder for last 3 (Three) financial years (attach photocopy of documents)	
12	Trade License of the Bidder (attach photocopy)	
13	Certification for ISO 9001(attach documents)	
14	Certification for ISO 27001 (attach documents)	
15	Certificate for power of attorney of the authorized signatory of the Bidder (attach documents) as mentioned at Clause 13	
16	Experience of the Bidder in digitization/data entry of documents in the format at Annexure- III along with relevant work order/successful completion certificate	
17	Certificate about number of permanent professionals with minimum qualification of bachelor degree in any field of Information Technology and experience of minimum 3 years in the field of Web Application Development/Document Digitization in the format at Annexure-IV	
18	Work plan of the Bidder for the Assignment	
19	Certificate for not being blacklisted in the format at Annexure- V	
20	Chartered Accountant certified Turnover by the Bidder during the last 3(Three) financial years from the works relevant to Digitization of Documents with year- wise break up in the format at Annexure-VI	

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

Annexure-III

Experience in Digitization/Data Entry of Documents
(On Bidder's letterhead)

Completed Projects (extra rows may be added if required):

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

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

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

Annexure-IV

Certificate about Number of Permanent Professionals[@]
(On Bidder's letterhead)

Sl. No.	Name of the Professional	Designation	Educational Qualification	Years of experience in Web Application Development/Document Digitization
1				
2				
3				
4				
5				

@ Use additional sheet, if required

Declaration:

This is to certify that the above mentioned professionals are permanent employees of our organization having experience of minimum 3 years in the field of web application development/document digitization.

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

Annexure-V

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

To

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

Date:

Sub: Self Certification

Sir,

I, the undersigned hereby certify that neither the M/s _____ nor any of its directors/constituent partners have been blacklisted by any State or Central Government or Government Undertaking / Enterprise, prior to the date of submission of this Proposal for the purpose of Digitization of Tabulation Registers.

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

Yours faithfully,

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

Annexure-VI

Annual Turnover Statement
(On the letterhead of Chartered Accountant/Auditor)

The annual turnover of for the past three financial years from the works relevant to Digitization of Documents are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover (inclusive of Tax) (In Figures)	Turnover (inclusive of Tax) (In Words)
1	2015 – 2016		
2	2016 - 2017		
3	2017 - 2018		
Total			
Average turnover per annum			

Date:

**Signature of the Auditor/Chartered Accountant
with name (in capital letters) and seal**