



**OFFICE OF THE PRINCIPAL SECRETARY,  
MISING AUTONOMOUS COUNCIL (MAC),  
P.O: GOGAMUKH, DIST: DHEMAJI,  
STATE: ASSAM, INDIA**



**TENDER DOCUMENT**

**FOR**

**DESIGN, DEVELOPMENT, IMPLEMENTATION &  
MAINTENANCE OF WEB PORTAL AND MANAGEMENT  
OF SOCIAL MEDIA**

**Tender Document No. MAC/Website/273/2022 Dated: 09/02/2022**

**Last date till 24/02/2022**

**ISSUED BY**

**Office of the Principal Secretary,  
Mising Autonomous Council (MAC),  
P.O: Gogamukh, Dist: Dhemaji,  
State: Assam, India**

**Notice Inviting Tender for Selection of Vendor for Design, Development, Implementation & Maintenance of Web Portal and Management of Social Media**

Sealed Tender are invited under two bid system from reputed Software Company/ Firm/Agency for Design, Development, Implementation & Maintenance, of Web Portal and Management of Social Media for MAC to spread awareness on various initiatives and activities planned and performed under the Council.

Details regarding scope of work, eligibility criteria, bidding process etc. can be found in the bidding document, which can be downloaded from MAC website (<https://macassam.org/>). Bidding documents can also be purchased from the office of MAC on payment of Rs. 2,000 (Two Thousand only) as tender document fee. In case of downloaded tender documents, tender document fee shall be submitted along with the bid.

Last date for receipt of Tender is 24/02/2022\_ (till 3PM) through regd. /speed post/ courier/by hand. Bids will be opened at 25/02/2022 11 PM on the same day at MAC office.

  
Principal Secretary  
Mising Autonomous Council  
Gogamukh, Dhemaji

**BIDDING  
DOCUMENTS  
FOR**

**Design, Development, Implementation**

**&**

**Maintenance of Web Portal and Management of Social Media**

Bid Reference. MAC/Website/273/2022

**INVITATION FOR BIDS**

**FOR**

Design, Development, Implementation & Maintenance of Web Portal  
and Management of Social Media


BID REFERENCE	MAC/Website/273/2022
DATE OF COMMENCEMENT OF SALE OF BIDDING DOCUMENT	<b>09/02/2022, 3.00 pm</b>
LAST DATE FOR SALE OF BIDDING DOCUMENT	<b>24/02/2022, 3.00 pm</b>
PRE-BID MEETING	
LAST DATE AND TIME FOR RECEIPT OF BIDS	<b>24/02/2022, 3.00 pm</b>
TIME AND DATE OF OPENING OF BIDS	<b>25/02/2022, 11.00 am</b>
DATE FOR PRESENTATION	Will be advised to shortlisted bidders separately
PLACE OF OPENING OF BIDS:	Representatives of bidders may be present during opening of Technical Bid. However Technical Bids would be opened even in the absence of any or all of the bidders representatives. Place of opening of bids :  <b>Conference Hall, Mising Autonomous Council Secretariat</b>

ADDRESS FOR COMMUNICATION:	<b>Mising Autonomous Council, Gogamukh, Dhemaji, 787034, Assam</b>
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The tender document can be availed from Office of the **MAC** by paying Rs. 2,000/- in shape of Bank Draft drawn in favor of the Principal Secretary, Mising Autonomous Council, payable at Gogamukh, Dhemaji as per the schedule given above. However, the tender document is also downloadable from the website (<https://macassam.org/>). The cost of tender document required to be deposited in the shape of Bank Draft (only) along with the bid, failing which the bid shall not be accepted.

Sealed offers can be submitted through Speed Post / registered Post / Courier / By Hand only on any working day on or before due date and time.

**No consortium bidding is allowed.**

  
Principal Secretary  
Mising Autonomous Council  
Gogamukh, Dhemaji

**DISCLAIMER**

- All information contained in this Request for Proposal (RFP) provided / clarified are in good interest and faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party.
  
- Though adequate care has been taken in the preparation of this RFP document, the interested firms shall satisfy themselves that the document is complete in all respects. The information is not intended to be exhaustive. Interested Bidders are required to make their own enquiries and assumptions wherever required. Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the RFP document is complete in all respects and firms submitting their bids are satisfied with the RFP Document in all respects.
  - MAC reserves the right to reject any or all of the applications submitted in response to this RFP document at any stage without assigning any reasons whatsoever.
  - MAC also reserve the right to withhold or withdraw the process at any stage with intimation to all vendors submitted the BID document.
  
  - MAC reserves the right to change / modify / amend any or all of the provisions of this RFP document. Such changes would be posted on the website ([www.macassam.org](http://www.macassam.org)).
  
  - Neither MAC, nor their employees and associates will have any liability to any prospective respondent interested to apply or any other person under the law of contract, to, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the assignment, the information and any other information supplied by or on behalf of MAC or their employees and bidder or otherwise arising in any way from

the selection process for the assignment.

- Information provided in this document or imparted to any respondent as part of the RFP process is confidential to MAC and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

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## **1 Introduction**

### **1.1 Preface**

#### **1.1.1 Background**

The Mising Autonomous Council, is an autonomous district council for the Mising people in Dhemaji District in the state of Assam in India, with its headquarters at Dhemaji.

Its Mission is to work for social, economic, educational, ethnic and cultural advancement of the Mising, other Scheduled Tribes, Protected Classes and all other communities residing in Mising Autonomous Council area of Assam.

It aims to create a just and developed society in Mising Autonomous Council area with quality of life and standards of living equal to other people and other parts of our country. It focuses on the social, economic and cultural welfare of the people residing in the Mising Autonomous Council area of Assam by introducing various schemes and programs dedicated for them.

**1.2 Project Objective**

- I. Mising Autonomous Council (MAC) aims social, economic, educational, ethnic and cultural advancement of the MISING and other Scheduled Tribe communities. Hence a web platform with updated facts and information about the council to be developed and designed to outreach the targeted people easily and to spread awareness on various initiatives and activities planned and performed under the Council. There are many activities which are presently handled by the MAC. Managing all these activities manually is a very tough and tedious task for the Council. So, there is a need of “Web Portal” which will help to automate the processes as well as be helpful for monitoring the different activities handled by the Corporation.
  
- II. To utilize various popular social media platforms for effective disseminations of information about various schemes and initiatives taken by the department and creating awareness about the same along with a comprehensive and overarching brand management of Mising Autonomous Council (MAC) on the social media space including Online Reputation Management (ORM) and associated creative services.

## 2 Invitation to Proposal

### 2.1 Due Diligence

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms and specifications and other information in this Tender Document. The bid should be precise, complete and in the prescribed format as per the requirement of the Tender Document. Failure to furnish all information required by the Tender Document or submission of a bid not responsive to the Tender Document in every respect will be at the Bidder's risk and may result in rejection of the bid. MAC shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder

### 2.2 Cost of Bidding

The Bidder will bear all costs associated with the preparation and submission of its bid and MAC will in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

### 2.3 Amendment of Tender Document

At any time before the deadline for submission of bids, MAC may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by amending, modifying and/or supplementing the same.

Any amendments/modifications in the tender document would be displayed on the website ([www.macassam.org](http://www.macassam.org)) and all such amendments shall be binding on the bidders without any further act or deed on MAC part. In the event of any amendment, MAC reserves the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their bids.

### 2.4 Cost of the RFP Document

- ✓ The cost of the tender document is Rs 2000.00
- ✓ The RFP document can be downloaded from the website [www.macassam.org](http://www.macassam.org)
- ✓ While submitting the proposal must accompany the RFP cost in shape of demand draft in favor of the Principal Secretary, Mising Autonomous Council, payable at Gogamukh, Dhemaji
- ✓ The proposal without the cost of RFP document will not be considered for evaluation.

### 3 Instructions to Bidders

#### 3.1 Introduction

The section aims to provide guidelines/Instructions for Bidders, to be used while submitting the Proposals. These are generic in nature, but bidders are required to abide by them during the currency of the Project.

#### 3.2 Scope of Proposal

Detailed description of the objectives, scope of services, deliverables and other requirements relating to the job/assignment are as specified in this RFP. The Proposal is required to be submitted in the form and manner as specified in this document.

#### 3.3 Format & Signing

The RFP shall be submitted in two parts

- ✓ Part A – Technical Bid
- ✓ Part B – Financial Bid

The RFP shall be typed or written in indelible ink and shall be signed by the applicant or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the RFP prior to opening of the same initial them.

#### 3.4 Submission of RFP - Packing, Sealing and Marking

The bidder shall prepare Technical Bid (Part-A) and Financial Bid (Part-B). The Bids shall be sealed separately clearly marking Technical and Financial on the envelope along with the Purpose, RFP Number, and Date & Tendering Authority Address. The Original & Copy of each part of the RFP must be inserted in separate sealed envelopes, along with bidder name and address on the envelope and super scribed in the following manner.

- ✓ PART-A: TECHNICAL BID
- ✓ PART-B: FINANCIAL BID
- ✓ All the two envelopes i.e. envelope for Part-A and Part-B must be packed in a separate sealed outer cover .

The bidders Name & address shall be clearly mentioned on the outer envelope. The inner and outer envelopes shall be addressed to the MAC at the following address:

**OFFICE OF THE PRINCIPAL SECRETARY,  
MISING AUTONOMOUS COUNCIL (MAC), P.O:  
GOGAMUKH, DIST: DHEMAJI, STATE: ASSAM,  
INDIA**

If the outer envelope is not sealed and marked as mentioned above, then the MAC will assume no responsibility for the Proposal's misplacement or premature opening.

### **3.5 Number of Proposals**

A bidder can submit one proposal at a time. Bidder submitting more than one proposal shall be rejected

### **3.6 Language of Bid**

All Proposals and various documents related to these Proposals should be in English Language. All correspondence between MAC and the Bidders would also be in English Language. Supporting Documents and Printed Literature furnished by the Bidders may be in another Language provided they are accompanied by an accurate translation in English Language.

### **3.7 Conflict of Interest**

MAC requires that bidder must provide professional, objective and impartial advice and at all times hold MAC interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work. In case the Bidders have any subsisting interest, either by themselves or through their partners, that is likely to conflict the work specified in the Scope of Work, they shall declare such interests as part of their proposal.

### **3.8 Validity of Proposals**

- ✓ For the purpose of placing the order, the Bids shall remain valid for at least 180 days after the date of bid opening.
- ✓ A bid valid for a shorter period may be rejected by MAC as being non- responsive.
- ✓ During the period of validity of Bids, the rates quoted shall not change.
- ✓ In exceptional circumstances, MAC may ask for extension of the period of validity and such



a request shall be binding on the bidder.

- ✓ MAC request and the response to such a request by various bidders shall be in writing.
- ✓ A bidder agreeing to such an extension will not be permitted to increase its rates.

### **3.9 Right to accept Proposal**

MAC reserves the right to accept or reject any Proposal, and to annul the Proposal process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder of the grounds for such decision.

### **3.10 Proposal Due Date**

RFP filled in all respect must be submitted to MAC at the address, time and date specified in the cover page of the RFP by hand or reach its office through Speed Post / Registered Post / Courier. If the specified date for the submission of RFPs is declared as a holiday for Govt. of Assam, the bids will be received up to the appointed time on the next working day.

### **3.11 Late Submission**

Bids submitted after the deadline for submission prescribed by MAC will not be considered.

### **3.12 Modifications / Withdrawal**

No modifications / withdrawal to the Proposals shall be allowed once it is received by the tendering authority.

### **3.13 Bid Opening**

MAC will open all Proposals, in the presence of bidders or their authorized representatives who choose to attend, at the date and time mentioned in the RFP.

The bidders' representatives who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday, the RFPs shall be opened at the appointed time and location on the next working day.

### 3.14 Fraud & Corruption

MAC requires that bidder is bidding for this RFP must observe the highest standards of ethics during the performance and execution of such contract. In pursuit (pursuance) of this policy, MAC.

- ✓ “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of MAC official by any personnel of bidder in procurement process or in contract execution.
- ✓ “Fraudulent practice” means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to the detriment of MAC and includes collusive practices among the bidders (prior to or after Proposal submission) designed to establish bids at artificially high or non-competitive levels and to deprive the MAC of the benefits of free and open competition;
- ✓ “Unfair trade practices” means supply of services different from what is ordered on, or change in the Scope of Work which was given by the MAC.
- ✓ “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
- ✓ MAC will reject a proposal for award, if it determines that the bidder recommended for award has engaged in corrupt, fraudulent, unfair trade practices or coercive practices.
- ✓ MAC will declare a firm ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent, unfair trade and coercive practices in competing for, or in executing, the contract.

### 3.15 Amendments

At any time prior to deadline for submission of proposal, MAC may for any reason, modify the RFP. The prospective bidders having received the RFP shall be notified of the amendments through e-mail/website and such amendments shall be binding on them.

### 3.16 Clarifications

During evaluation of the Proposals, MAC may at its discretion, ask the bidder for clarifications on their proposal.

### 3.17 Rejection of Bid

MAC reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-confirming, non-responsive or conditional proposals.

In the event any or all proposals are rejected, in whole or in part, thereafter MAC in its sole discretion may initiate a new RFP process including all or part of the components of this Request for Proposals.

### **3.18 Acknowledgement by the Bidder**

*It shall be deemed that by submitting the Proposal, the bidder has:*

- ✓ Made a complete and careful examination of the RFP
- ✓ Received all relevant information requested from MAC Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of MAC or relating to any of the matters Stated in the RFP Document
- ✓ Acknowledged that it does not have a conflict of Interest; and
- ✓ Agreed to be bound by the undertaking provided by it under and in terms hereof.

MAC shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the MAC.

### **3.19 Earnest Money Deposit (EMD) (exempted for MSME registered)**

The EMD is required to protect MAC, Government of Assam against the risk of Bidder's conduct, which would warrant the security's forfeiture.

Unsuccessful Bidder's EMD will be discharged / returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity.

The successful Bidder's EMD will be returned after furnishing the performance guarantee or adjusted against the performance guarantee upon the bidder signing the contract.

The Bidder has to submit and EMD of Rs. 1,00,000.00(Rupees One Lakh ) in favor of the Principal Secretary, Mising Autonomous Council, payable at Gogamukh, Dhemaji.

Forfeiture of EMD

EMD submitted by the vendor may be forfeited under the following conditions. If the bid or its

submission is not in conformity with the instruction mentioned herein;

- ✓ If the vendor withdraws the tender before the expiry of the validity period
- ✓ If the vendor violates any of the provisions of the terms and conditions of the tender
- ✓ In the case of a successful vendor fails to (a) accept award of work, (b) sign the contract agreement with MAC, Government of Assam, after acceptance of communication on placement of award, (c) furnish performance security, or the vendor violates any of such important conditions of this tender document or indulges in any such activities as would jeopardize the interest of MAC, Government of Assam in timely finalization of this tender

The decision of MAC regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the vendor by MAC.

### **3.20 Extension of Period of Validity**

In exceptional circumstances, MAC 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. The EMD provided shall also be suitably extended. A Bidder may refuse the request without forfeiting the EMD. A Bidder granting the request will not be permitted to modify its bid.

### **3.21 Validation of Interlineations in Bid**

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

### **3.22 Announcement of Bids**

The name of Bidder, bid prices, total amount of each Bid, EMD, discount, etc. shall be announced at the Commercial Bid opening.

### **3.23 Clarification of Bids**

To assist in the evaluation, comparison and an examination of bids, MAC may, at its sole discretion, ask the Bidder for a clarification of its bid including breakdown of unit rates. The request for clarification and the response shall be in writing. If the response to the clarification is not received before the expiration of deadline prescribed in the request, MAC reserves the right to make its own reasonable assumptions at the total risk and cost of the Bidder

### 3.24 Completeness of Bids

MAC will examine the bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bid Documents are substantially responsive to the requirements of the RFP.

### 3.25 Rectification of Errors

*Arithmetical errors will be rectified on the following basis: -*

- ✓ If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
- ✓ If there is a discrepancy between the rates in words and figures, the rate in words will govern.
- ✓ If the supplier does not accept the correction of errors, his bid will be rejected & EMD may be forfeited.

### 3.26 Notification to Bidder

The Bidder whose Bid has been accepted shall be notified of the award prior to the expiration of the period of validity of the proposal, by registered letter or by fax. This letter (hereinafter the "Letter of Acceptance") shall state the sum that MAC, shall pay the Bidder in consideration of the execution, completion and maintenance of the work as prescribed by the Contract (hereinafter the "Contract Cost") in accordance with Payment Terms. The Bidder shall acknowledge in writing, the receipt of the Letter of Acceptance and shall send his acceptance to enter into the Contract within five (5) days from the receipt of the Letter of Acceptance.

### 3.27 Signing of agreement

Pursuant to the Bidder acknowledging the Letter of Acceptance, the Bidder and MAC, shall promptly and in no event later than 7 working days from the date of acknowledgement of the Letter of Acceptance, sign the Contract. This shall be subject to the furnishing of the Performance Guarantee. MAC shall have the right and authority to negotiate certain terms with the successful Bidder before signing of the Contract. The signing of the Contract shall amount to award of the Contract and the Bidder shall initiate the execution of the work as specified in the Contract.

### **3.28 Expenses for the Contract**

All incidental expenses of the execution of the Contract shall be borne solely by the successful Bidder and such amount shall not be refunded to the successful Bidder by the MAC.

### **3.29 Failure to abide by the Contract**

The conditions stipulated in the Contract shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the Contract without prejudice to the rights of MAC, with such penalties as specified in the Bid Document and the Contract.

### **3.30 Period for Furnishing Performance Guarantee**

Within five (5) working days of the receipt of the acknowledgment of the Letter of Acceptance from MAC, the successful Bidder shall furnish a Performance Guarantee for an amount equivalent to 3% of the Contract Cost in accordance with the conditions of the Contract, in the form of a Bank Guarantee / Bank Draft from a scheduled bank drawn in favor of the Principal Secretary, Mising Autonomous Council, payable at Gogamukh, Dhemaji. If such Performance Guarantee is in the form of a Bank Guarantee, then such Bank Guarantee shall be in a form acceptable to the MAC. The EMD submitted earlier by the successful Bidder shall be adjusted against the Performance Guarantee and such Performance Guarantee shall be retained by the MAC, till the end of the Term as defined in the Contract.

### **3.31 Annulment of Award**

Failure of the successful Bidder to comply with pre-qualification criteria, evaluation criteria and other terms and conditions set out in the Tender Document shall constitute sufficient ground for the annulment of the award of Contract and forfeiture of the EMD, in which event MAC, may make the award to the next lowest evaluated Bidder or call for new bids.

### **3.32 Disqualifications**

MAC may at its sole discretion and at any time during the evaluation of Proposal, disqualify any bidder, if the bidder has:

- ✓ Submitted the Proposal documents after the response deadline
- ✓ Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements

- ✓ Submitted a proposal that is not accompanied by required documentation or is non-responsive
- ✓ Failed to provide clarifications related thereto, when sought
- ✓ Submitted more than one Proposal (comprising of same Prime Applicant individually or in case of a consortium Prime Applicant and Implementation Partner)
- ✓ Declared ineligible by the Government of India for corrupt and fraudulent practices or blacklisted
- ✓ Submitted a proposal with price adjustment/variation provision.

#### **4 Bidding Procedure & Evaluation**

All evaluation will be carried out by MAC, may constitute an evaluation committee to evaluate the bids. Evaluation conducted by the committee shall be final and binding on all the bidders.

The evaluation committee may choose to conduct technical negotiations or discussions with any or all the bidders. The decision of the evaluation committee in the evaluation of the Technical & Financial bids shall be final and binding on all the parties. No correspondence will be entertained outside the process of negotiation / discussion with the evaluation committee.

Information relating to the examination, clarification, evaluation and comparison of the bid document and recommendations (if any) shall not be disclosed by the evaluation committee to the bidders or any other persons (other than officers / advisors of MAC, or as required by applicable law) not officially concerned with such process until the award to the successful bidder has been announced. Any effort by a bidder to influence the tender evaluation committee's processing of bids or award decisions may result in the rejection of the bid.

##### **4.1 Preliminary Scrutiny**

MAC will prepare a list of firms based on the compliance to all the terms and conditions of the tender. The tenders who do not conform to the tender conditions shall be straight away rejected. All eligible tenders will be considered for further evaluation. The decision of MAC, will be final in this regard.

##### **4.2 Technical Evaluation (Total Marks – 100)**

#	Items	Criteria	Points
1	Average annual turnover of the company in Last Three Financial Year Ending on 31st March 2021	<p>≥ 2 Cr</p> <p>≥ 1.5 Cr</p>	<p><b>15</b></p> <p>10</p>
2	Quality Certification	<p>ISO 27000 or ISO 9001 = 5 marks</p> <p>Both ISO 27000 and ISO 9001 = 10 marks</p>	<p><b>10</b></p> <p>5</p>
3	Bidder should have successfully implemented /ongoing (Attach work Order of the Concerned Projects) during last three financial years (2018-19, 2019-20, 2020-21)	<p>For &lt; 3 relevant projects: 0 Marks</p> <p>For &gt;= 3 relevant projects</p> <p>Max 20 Marks</p>	<b>20</b>
4	The bidder should have successfully executed/ongoing projects of similar nature (web-based application/software development) in the past three years ending on 31/03/2021, in Govt. Department/Public Sector company/Government autonomous body. ( Attach work Order of the Concerned Projects)	<p>≥ 200 Lakhs</p> <p>&lt; 200 Lakhs</p>	<p><b>20</b></p> <p>15</p>
5	<p>Technical Presentation</p> <ul style="list-style-type: none"> <li>✓ Work Plan Approach &amp; Methodology</li> <li>✓ Domain Knowledge</li> <li>✓ Understand solution's features in greater detail &amp; application life cycle management</li> </ul>		<b>35</b>
<b>Total</b>			<b>100</b>

Minimum qualifying mark for opening of commercial bid is 70% (70 out of 100). Financial bid of those



bidders only will be opened who are technically qualified in the technical evaluation. All other commercial bids will be ignored. Final selection will be based upon Quality cum Cost Based Selection (QCBS) method.

**NOTE: Vendors with more than 70% (70 marks out of 100) will be considered for Commercial Evaluation.**

#### **4.2.1 COMMERCIAL OPENING**

Commercial opening will be done and on the basis of price quoted vendors will be termed as – L1, L2, L3 and so on... as per the rank of lowest price quoted.

#### **4.2.2 BID EVALUATION**

- i. If commercial bids for bidder 1, 2, 3, 4... are taken as L1, L2, L3, L4... where Lmin is the lowest bid then the weightage given to commercial bids would be:

*Lmin/L1, Lmin/L2, Lmin/L3, L4/Lmin and so on...*

- ii. Similarly weightage will be calculated for Technical Evaluation: T1/Tmax,

*T2/Tmax, T3/Tmax, T4/Tmax and so on... for bidder 1, 2, 3, 4... respectively*

- iii. Each proposal would be evaluated against the 70 – 30 Criteria. This means 70% weightage will be given to Technical Proposal 30% to Financial Proposal.

#### **4.2.3 AWARD**

Finally the technical and commercial scores obtained by all the vendors would be summed and the vendor with highest score would be AWARDED THE BID.

The final scores of the vendors would be as given below –

Bidder 1:  $(T1/Tmax)*0.7 + (Lmin/L1*0.3)$

Bidder 2:  $(T2/Tmax)*0.7 + (Lmin/L2*0.3)$

Bidder 3:  $(T3/Tmax)*0.7 + (Lmin/L3*0.3)$

Bidder 4:  $(T4/Tmax)*0.7 + (Lmin/L4) *0.3)$

The vendor with the highest marks computed above on cost and quality basis will be awarded the bid.

## 5 Scope of Work

### 5.1 Functional

#### Web Portal Design, Development, Maintenance and Support

Activities	Parameters	Frequency
Design Refresh	<p>MAC's currently maintained web portal needs designs refresh and content refresh as well.</p> <p>The web portal will maintain ease of use as several users will need to access the portal</p>	As & when required
Information Upload	<p>Newly designed web portal will focus and upload all the latest information that needs to be reached to the users /targeted people.</p> <p>All the SOPs, plans related to the Scheme must be present in the web platform.</p> <p>Photos of importance will be there in the Web Platform</p>	As & when required
Display	Web portal will maintain the good quality of display throughout all the web browsers	
Mobile Responsiveness	Web portal will be mobile responsive for quick and better outreach	

E-governance	Develop and maintain E-governance and set up E-office.	
Role-Based User	For all the total 36 constituency, role-based Users will be created in the Web Platform where they will log in and will carry the designated responsibilities.	As & when required
Organogram	Web platform must have the proper Organogram of MAC	
Dashboard	Real time dashboard will be available	Real-time

### Social Media Management

Activities	Parameters	Frequency
	Activate social media channels for organic and paid interactions on Twitter, Facebook, YouTube and Instagram for MISING AUTONOMOUS COUNCIL Assam and Hon'ble minister, MAC	
	Management and end to end execution on the basis of timelines agreed upon for all the campaigns, content and strategy	Ongoing
	Develop themes and content buckets across different platforms	Monthly

Strategy	Increase fan / follower base across different platforms through Organic & paid media for MISING AUTONOMOUS COUNCIL Assam	Monthly
	In-depth analysis of the market to understand the industry, trends and dynamics	As & when required
	Social media handles audit - Platform Specific	Monthly
	Online Reputation Management strategy across blogs, social media channels, company website and any other website	Monthly
Creative	Post visuals (to be pre-approved along with content)	As & when required
	Engagement Visuals (Illustrations, comic strip, infographic etc.	
	Cover Image, profile image, background skins etc	
	Master Banner (format .gif, html, .jpg, flash etc...)	
	Banner adaptation, Rich media banner, landing pages, Microsite (includes design & development)	
	Social media ads, adaptations for all performance requirements	

Content	Launch content strategy for MISING AUTONOMOUS COUNCIL Assam to create awareness, educate audience and drive conversions. Yearly & monthly content strategy for MISING AUTONOMOUS COUNCIL Assam and related campaigns/ Events	As & when required
	Regular updates (approved by brand owners)	
	Strategize campaigns to improve fan base across different social media channels	
Paid Promotion	Set up, manage and execute ads for MISING AUTONOMOUS COUNCIL Assam across all social media platforms and performance marketing, basis the requirement	Ongoing
	Monitor and optimize paid promotions and Performance.	Monthly
	Marketing on a regular basis to deliver desired results	
	Regularly update, Improvise and refresh content and strategy to ensure the results are delivered well within the industry standard Range	As & when required
	Maintenance of profiles across social media channels (Existing & Futuristic)	
	Quarterly and monthly strategies originating out of the yearlong agreed plan for MISING AUTONOMOUS COUNCIL Assam.	
	Provide creatives for the content curation across different channels	

Social Management	Creative yearly calendar as per the requirement and adhere to it for contents, posts etc.	As & when required
	Improve interaction rate, engagement rate across channels	
	Presentation of strategy with key measurable performance indicators	
	Add titles, headlines, descriptions, tags & hashtags to the relevant posts, tweets, videos etc... across social media channels	
	Campaigns on social media engagement in a year	

**Annual Report Maintenance**

Activities	Parameters	Frequency
Annual Report	Annual report will be generated in the webportal and role-based users will have access to generate and view the report	Annually
Requirements	A platform will be developed and maintained where requirements will be captured at grass root level and will be approved according to the Organogram	As & when required
Additional requirement	Develop a form to capture additional Requirements	As & when required
Dashboard	Real-time dashboard will be available	Real-time

⇒ **Scope of the Project**

*The major scope of work for the proposed project is as below -*

1. Demonstration of the Software Solutions.
2. Customize the solution as per the requirement of the end users.
3. Document modifications / additions required in the existing Software Applications.
4. Modify / Add features to the Software Applications.

## 5.2 Technical Requirements

### 5.2.1 System Security

- ✓ The passwords and security codes are maintained in the system.
- ✓ Provides security & controls to prevent unauthorized access to databases, maintain database process controls, and log all database transactions.
- ✓ Provides security to limit availability to application software screens, data elements, and the contents of data elements where appropriate
- ✓ The software have security features based on data hierarchy

### 5.2.2 Processing & Remote Access

- ✓ Avoids duplication in Data
- ✓ Simultaneous processing should be available for most functions.
- ✓ Provides edit controls to prevent incomplete or incorrect data from being processed, and programmatic control of the process flow to prevent information from being processed in the wrong sequence.
- ✓ All updates are processed in real time. i.e., they are immediately available throughout the system.

### 5.2.3 User Interface

- ✓ Application should have consistent look and feel across software applications
- ✓ Consistent and logical navigation flow and tool-tip information wherever relevant
- ✓ Uses standard GUI features (e.g., drop-down menus, dialog boxes, toolbar buttons)
- ✓ Information and error messages are useful, accurate, and correctly spelled
- ✓ Unnecessary warnings do not appear

## 6 General Bid

The RFP is open to eligible bidders only as per the pre qualification criteria. The following documents shall be submitted in duplicate (Original & Copy) in two separate sealed envelope.



- 6.1.** Non-refundable Tender Fee (downloaded from [www.macassam.org](http://www.macassam.org) ) cost of Rs. 2,000/-, in shape of Bank Draft from any scheduled bank in favor of the Principal Secretary, Mising Autonomous Council, payable at Gogamukh, Dhemaji.

Interest free Earnest Money Deposit (EMD) of Rs. 1,00,000.00(Rupees One Lakh ) in shape of Bank Draft from any scheduled bank drawn in favor of the Principal Secretary, Mising Autonomous Council, payable at Gogamukh, Dhemaji. The EMD of successful bidder is liable to be forfeited if the bidder revokes any terms of the tender within the validity period. EMDs given by unsuccessful bidders will be refunded after placing of work order to the successful bidder.

**6.2. Minimum Eligibility Criteria:**

- (a)** The bidder should be a company registered under the Indian Companies Act 1956/2013 or firm. Joint Ventures & Consortiums are not allowed to participate in the bid.
- (b)** The bidder must have completed 5 years of operation in the field of web application/ software development.
- (c)** The bidder should have an average annual turnover of minimum INR 1.5 crore in any of last 3 financial years i.e FY 2018-19, 2019-20, 2020-21.
- (d)** The bidder should have at least 1 projects worth not less than 2(One) crores.
- (e)** The bidder should have a valid statutory document in the bid i.e PAN card and GST Certificate.
- (f)** The bidder should not be blacklisted in either Govt. or Private organization.
- (g)** The bids NOT meeting either of the above mentioned minimum criteria for eligibility will be rejected summarily.
- (h)** The bidder should have been registered under Employees' Provident Fund (EPF) Authority. Copy of such certificate shall be enclosed as a proof .
- (i)** The bidder should be in IT Services for last five years in India. Copy of Certificate of incorporation and the MOA has to be enclosed.
- (j)** Representative authorization letter in the company letterhead that is authorised to sign the entire document relating to this RFP and will be present during evaluation & negotiation during the RFP period.

Important Points:-

- (k)** In absence of any one of the above, the offer will be treated as non- responsive and summarily rejected.
- (l)** Relevant documents in support of the above criteria must be enclosed along with Technical Bid documents failing which the bid will be liable to be rejected.
- (m)** The technical & financial bids of the bidders, unsuccessful in pre- qualification bid shall not be considered for evaluation.

Note: The qualifying requirements data shall be enclosed with the technical bid only. The bidder who do not qualify this criterion, will be disqualified immediately and their bids will not be considered.

## **7 Technical Bid**

The Technical Bids of those bidders will be opened, which are successful in eligibility criteria. The following documents shall be submitted in duplicate in two separate sealed envelopes

## 7.1. Documents supports to the following evaluation

SL NO	Criteria	Basis of Evaluation	Marks
1.	Average Annual turnover for last three financial years i.e. 2018-19 , 2019-20, 2020-21, from Business related to Information Technology with experience of Portal development  {10 marks}	>Rs. 2 Cr : 10 Marks  & <= Rs.2 Cr : 5 marks	<b>10</b>
2	Prior or Ongoing experience in projects with Application Design and Development (mandatory) as on 31.03.2021 worth more than INR 2 crores in one project for any Govt Organizations/ PSU (Work Order of the Concerned Projects)  {15 marks}	>Rs. 2 Cr : 15 Marks  & <= Rs.1.5 Cr : 10 marks	<b>15</b>
3	Bidder should have successfully implemented /ongoing at least three Software Projects in any Govt Organizations/ PSU (Work Order of the Concerned Projects) during last three financial years (2018-19, 2019-20, 2020-21)  {20 marks}	For < 3 relevant projects: 0 Marks  For >= 3 relevant projects	<b>20</b>
4	Suitability of key personnel proposed for the assignment  {10 marks}	Suitability of key personnel proposed for the assignment with qualification and past experience: 10 Marks	<b>10</b>

5	Quality Certification  {15 marks}	ISO 9001: 5 marks  ISO 27001 : 5 marks  CMMi level 3 or better : 5 marks	<b>15</b>
6	Approach & Methodology: Presentation by bidders on solution and proposed demonstration of understanding of the requirements.  {30 marks}	Quality assessment by the proposal evaluation committee based on the presentation made by the bidders highlighting the following:  <ul style="list-style-type: none"> <li>• Detailed Technical Solution architecture and its components proposed</li> <li>• Project Management Approach</li> <li>• Methodology proposed</li> </ul>	<b>30</b>
<b>TOTAL</b>			<b>100</b>

No supporting document or printed literature shall be submitted with the Technical Bid unless specifically asked for. In case of the failure of the Agency to make the facility functional within the stipulated time frame, the offer may be withdrawn by the MAC, Assam.

1. MAC reserves the right to terminate the agreement by giving one month notice, if the performance of Service Provider is not found satisfactory.
2. MAC reserves the right to amend any or all of the clauses of the bid or reject it at all at any time without assigning any reason at any point of time.
3. The decision of the MAC shall be final, and no enquiries or application for review, shall be entertained.
4. All other necessary requirements for successful roll out of the application.

## **8 General Terms & Conditions**

### **8.1 Relationship between the Parties**

Nothing mentioned herein shall be constructed as relationship of master and servant or of principal and agent as between the 'MAC, and 'the Bidder'. The bidder subject to this contract has complete charge of personnel, performing the services under this project from time to time.

### **8.2 Standards of Performance**

The bidder shall perform the services and carry out their obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The bidder shall always act in respect of any matter relating to this contract as faithful advisor to MAC.

### **8.3 Intellectual Property Rights**

No services covered under the contract shall be sold or disposed by the bidder in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing, of any patent right, trademark or similar right, or any charge mortgage or lien. The bidder shall indemnify the MAC, from all actions, costs, claims, demands, expenses and liabilities, whatsoever, resulting from any actual or alleged infringement as aforesaid and at the expenses of the bidder, MAC, shall be defended in the defense of any proceedings which may be brought in that connection.

### **8.4 Assignment**

The bidder shall not assign the project to any other agency, in whole or in part, to perform its obligation under the Contract, without the MAC prior written consent.

⇒ **GENERAL TERMS AND CONDITIONS**

- Before tendering, the tenderers are advised to carefully go through the Terms and Conditions of the Contract and the Tender Notice which form part of the Agreement to be entered into.
- The rates quoted shall remain valid for 3 MONTHS from the date of opening of tenders. Withdrawal of tender during the above period of three months shall entail forfeiture of the full amount of the Earnest Money Deposit.
- In the event of the tender being submitted by a firm, the tender must be signed Separately and legibly by each partner or member of the firm or in their absence, the person holding the power of attorney on behalf of the firm.
- Tenders without Earnest Money Deposit will not be accepted. EMD is to be paid by a DD only. Payment by any other mode except DD towards Earnest Money Deposit is not acceptable.
- If a Tenderer withdraws their offer after submission and before acceptance of their tender then the Earnest Money deposited by him is liable to be forfeited.
- MAC, reserves the right to accept or reject any tender in part or full at their discretion without assigning any reason.
- Tenders not submitted on the prescribed forms will be rejected.
- If a tenderer deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, MAC, reserves the right to reject such tender at any stage.

### **8.5 Suspension**

MAC, may, by written notice to bidder, suspend all payments to the bidder hereunder if the bidder fails to perform any of its obligations under this contract including the carrying out of the services, provided that such notice of suspension

- ✓ Shall specify the nature of failure.
- ✓ Shall request the bidder to remedy such failure within a period not exceeding thirty (30) days after receipt by the bidder of such notice of failure.

### **8.6 Termination**

*Under this contract, MAC may, by written notice terminate the bidder in the following ways*

- ✓ Termination for default for failing to perform obligations under the contract or if the quality is not up to the specification or in the event of non adherence to time schedule.
- ✓ Termination for Convenience in whole or in part thereof, at any time MAC, reserves the right to elect.
- ✓ Termination for Insolvency if the bidder becomes bankrupt or otherwise insolvent.

**8.7 Taxes and Duties**

The commercial proposal shall be inclusive of all taxes and duties.

**8.8 Legal Jurisdiction**

All legal disputes between the parties shall be subject to the jurisdiction of, Assam. In case of any dispute or difference arising out of or in relation to this agreement, same will be referred to arbitration of an Arbitrator (other than the employee of the MAC) to be appointed by the MAC and whose decision shall be final and binding upon the bidder. The arbitration will be governed by Arbitration & Conciliation Act '1996.

**8.9 Notice**

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party at the address mentioned in the Contract Agreement.

**8.10 Limitations of Liabilities**

- ✓ Either party will accept liability without limit. For death or personal injury caused to the order party by its negligence or the negligence of its employees acting in the course of their employment.
- ✓ The contract does not contemplate any consequential, indirect, loss profit, claim

for tort or similar damages of any form to be paid by the bidder to MAC, or any other organizations

- ✓ Notwithstanding anything to the contrary contained in this contract, in no event will the bidder be liable to MAC, whether a claim be in tort, contract or otherwise; for any amount in excess of 100% of the total professional fees payable for the respective project provided that this limitation shall not apply to any obligation of bidder to indemnify to MAC, Government of Assam with respect to intellectual property right infringement.
  
- ✓ No action regardless of form, arising out of this Contract may be brought by either party more than one year after the cause of action has accrued

### **8.11 Progress of the Project**

The bidder would be required to intimate the progress of the project to MAC in a frequency and manner prescribed by MAC, in consultation with the bidder after the award of contract.



# **ANNEXURES**

**Annexure A - Bidder's Letter for EMD / Bid Security**

To,

Office of the Principal Secretary,  
Mising Autonomous Council (mac),  
Gogamukh, Dhemaji, Assam

**Subject: Tender document No. MAC/Website/273/2022 Dated:09/02/2022**

We have paid EMD online No. \_\_\_\_\_ issued by the \_\_\_\_\_ branch of the  
\_\_\_\_\_ Bank, for the sum of Rs. 1,00,000.00(Rupees One Lakh ).

This EMD is as required of the above referred Tender Document.

*Thanking you,*

*Yours faithfully,*

*(Signature of the Authorized representative)*

**Printed Name:**

**Designation:**

**Seal:**

**Date:**

**Business Address:**

## Annexure B - Bidder's Information

1.	Name of the Bidder / Agency / Company:	
2.	Registered Office Address	
3.	Correspondence Address	
4.	Incorporation of company	
	Date of Incorporation of the Agency	
5.	Telephone: Office / Residence of the Agency/Firm	
6.	Website Address, if any	
7.	<b><u>Registrations Detail:</u></b>	
	GST/GSTIN No.	
	PAN Number	
	CIN/UAM No.	
8.	Company based in (City/State)	

9.	Whether blacklisted by any Central Government/State agencies?	
10.	<p>Structure and Organization of the Bidder:</p> <p><b><u>The applicant is</u></b></p> <p>(a) an individual                  (b) a proprietary firm                  (c) a firm in partnership                  (d) a Limited Company or Corporation.</p> <p>(Pl attach self-attested copies of documents of registration / incorporation of your firm)</p>	

	<p><b>(Attach following as proof)</b></p> <p>(a) Certificate of Incorporation                  (b) MSME Certificate, if applicable                  (c) Certificate of Registration, if any                  (d) PAN &amp; GST Certification copies</p>	
	<p>ISO 9001, ISO 27000 and/or CMMi Certification, if any?                  (Attach proof)</p>	

**Signature:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Place** \_\_\_\_\_ **Seal:** \_\_\_\_\_

**Annexure C - Format for submission of Turnover certificate  
TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/s. (name of bidders firm) is having registered office at (detailed office address). The turnover of the (name of firm/bidder) for the last three financial year is as under

<b>Sr. No.</b>	<b>Financial Year</b>	<b>Turnover in lakhs</b>
	2018-2019	
	2019-2020	
	2020-2021	
	Average Turnover	

Signature of the Chartered Accountant

Name of the Firm

Registration No.

Date:

Place:

(Seal of the Chartered Accountant)

**Annexure D- Declaration for Acceptance of Tender Document Terms and Conditions**

To,

Office of the Principal Secretary,  
Mising Autonomous Council (mac),  
Gogamukh, Dhemaji, Assam

**Subject: Tender Document No. MAC/Website/273/2022 Dated:09/02/2022**

***Sir,***

I have carefully gone through the Terms & Conditions contained in the above referred tender document. I declare that all the provisions of this tender document are acceptable to my company. I further certify that I am an authorized signatory of my company and I am, therefore, competent to make this declaration.

***Yours faithfully,***

***(Signature of the Authorized representative)***

***Printed Name***

***Designation Seal***

***Date:***

**Business Address:**

**Annexure E - Format Power of Attorney**

**(On a stamp paper of relevant value)**

Know all men by the present, we \_\_\_\_\_(name of the company and address of the registered office) do hereby appoint and authorize Mr \_\_\_\_ (full name and residential address) who is presently employed with us holding the position of \_\_\_\_\_ as our attorney, to do in our name and on our behalf, deed and things necessary in connection with or incidental to our proposal for “ \_\_\_\_\_ ” in response to the tender document No.

\_\_\_\_\_ by MAC, including signing and submission of all the documents and providing information / responses to MAC in all the matter in connection with our Offer.

We hereby agree to ratify all deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

Dated this \_\_\_ day of 2022

For \_\_\_\_.

(Signature)

(Name Designation and Address)

Accepted Signature)

(Name Designation)

Date:

Business Address:

**Annexure I - Declaration regarding Clean Track by Bidder**

(On Bidder's Letterhead)

To,

Office of the Principal Secretary,  
Mising Autonomous Council (mac),  
Gogamukh, Dhemaji, Assam

Sir,

I have carefully gone through the Terms and Conditions contained in the above referred tender document. I hereby declare that my company/firm is not currently debarred/black listed by any Government / Semi Government organizations/ Institutions in India. I further certify that I am competent officer in my company/firm to make this declaration.

***Yours faithfully,***

***(Signature of the Authorized Representative)***

***Printed Name***

***Designation Seal***

***Date:***

***Business Address:***



## Annexure J - Technical Evaluation

Sr · No ·	Technical Evaluation	Actionable	Bidder's Response
1	Establishing Minimum Eligibility	Supporting Documentation	Yes/No
2	Establishing Financial Capability	CA Certificate / Audited balance sheets	Yes/No
3	Acceptance of Scope of Work (requirements) as specified in the Tender document along with schedule.	<ul style="list-style-type: none"> <li>• Proposal Document highlighting methodology and schedule</li> <li>• Acceptance of scope.</li> </ul>	Yes/No
4	Establishing Organization Capability	Supporting documentation	Yes/No
5	Establishing Past Experience	Supporting documentation	Yes/No

**Bidders scoring equal to or more than 70% will qualify for Commercial Bid opening.**

**Annexure K - Bidder's Experience**

[Provide here a brief description of the background and organization of your company. The brief description should include ownership details, date and place of incorporation of the company/firm, objectives of the company/firm etc.]

**Bidder's Experience**

*Provide details your past experience:*

<b>Sr. No</b>	<b>Name of Client</b>	<b>Description of work</b>	Approximate cost of contract/ Project cost	Duration of Project (months)

*Note: Please provide documentary evidence from the client wherever applicable.*

**Software solution Provider should submit any of the following:**

- i. PO / Work order
- ii. Work completion certificates / Performance Certificate from client dept. duly signed by the authorized signatory from the Client end.
- iii. Work satisfactory certificate from the client dept.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Annexure L- Proforma for Performance of Bank Guarantee**

Date:

Beneficiary:

.....

(Please insert complete address)

Performance Bank Guarantee No:

We have been informed that ----- (hereinafter called "the service provider") has received the work order no. "-----" dated ----- issued by Mising Autonomous Council (MAC), for Design, Development, Implementation & Maintenance of Web Portal And management of Social Media

- (hereinafter called "the Work Order").

Furthermore, we understand that, according to the conditions of the work order, a Performance Bank Guarantee is required.

At the request of the service provider, We -----(name of the Bank), the issuing Bank to furnish the details of its incorporation, and having its registered office

at ..... and, for the purposes of this Guarantee and where claims are payable, acting through its ----

branch presently situated at----- (hereinafter

referred to as "Bank" which term shall mean and include, unless to repugnant to the context or meaning thereof, its successors and permitted assigns),hereby irrevocably undertake to pay you without any demur or objection any sum(s) not exceeding in total an amount of Rs.----- (in figures) (Rupees-----in words only)upon receipt by us of your first demand in writing on or before (Date)declaring the

service provider to be in default under the work order, without caveat or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

Please note that you may, if you so require, independently seek confirmation with – (Bank Name & Issuing branch address)

-----, that this Bank Guarantee has been duly and validly issued. Notwithstanding anything contained in the foregoing:

The liability of ----- (Bank), under this Bank Guarantee is restricted to a maximum total amount of Rs<Amount in figures and words>.

(i) The liability of ----- (Bank), under this Bank Guarantee is finally discharged if no claim is made on behalf of MAC within three months of the expiry of the validity period of this Bank Guarantee viz. from ----

(ii) Our liability pursuant to this Bank Guarantee is conditional upon the receipt of a valid and duly executed written claim or demand, by -----(Bank)-----

----- (Address), delivered by hand, courier or registered post, or by fax prior to close of banking business hours on ----- (Date) failing which all rights under this Bank Guarantee shall be forfeited and -----(Bank),

shall stand absolutely and unequivocally discharged of all of its obligations hereunder. This Bank Guarantee shall be governed by and construed in accordance with the laws of India and competent courts in the city of Mumbai shall have exclusive jurisdiction.

Kindly return the original of this Bank Guarantee to -----

----- (Bank & Its Address), upon the earlier of (a) its discharge by payment of claims aggregating to Rs ----- <Amount in figures & words>. (b) Fulfillment of the

purpose for which this Bank Guarantee was issued; or (c) <Claim Expiry Date>

All claims under this Bank Guarantee will be made payable at -----

-----.(Bank & Its Address).

{Signature of the Authorized representatives of the Bank}

## Annexure M - Bill of Quantities (BOQ)/Price Schedule

Sl. No.	Item	Total Price	Taxes (wherever applicable)	Total cost (total price + taxes)
1	Design, Development and Implementation of Web Portal			
2	Maintenance and Support of Social Media			
3	Operations & Maintenance Costs			
4	Annual Report Generation			
<b>Total Cost</b>				
<b>Total cost in figures:</b>				

