

**GOVT OF ASSAM
OFFICE OF THE DIRECTOR OF ARCHIVES
ASSAM: : DISPUR**

No.SA. 40/2010/155

Dated Dispur the 16th January, 2017

TENDER NOTICE

Sealed quotation affixing non-refundable court fee stamp of Rs.8.25 (Rupees eight and paise twenty five) only are invited from eligible software firms/ companies for development of an Archival Management System Software for the Directorate of Archives, Assam. The Tender should be submitted in two Bid system viz. 'Technical Bid' and the 'Financial Bid' should be submitted in separate cover duly **wax sealed** and then sealed in a big envelope. Both the covers should be clearly written as Technical and Financial Bid respectively and duly supercribed as "TENDER FOR ARCHIVAL MANAGEMENT SOFTWARE" addressed to the **Directorate of Archives, Assam.**

The quotation must reach the undersigned up to 2:00 pm of 27th January, 2017 and no tender received thereafter will be accepted. Intending tenderes shall submit tender in the box in front of the office chamber of the Director of Archives. The tender box will be opened on the same day at 2:30 pm in presence of tenderers or their authorized representatives. If the day of opening the quotation happens to be a holiday or un-expectant situation then the next working day will be considered for opening the quotation.

Basic features / modules for which shall be -

1. Administration Module (Creation of Users, Subjects, Department, Uploading documents/file etc.)
2. User Access Control
3. Data Access
4. Data Entry
5. Reports
6. Miscellaneous

For the Software, the technical eligibility criteria for consideration are as follows –

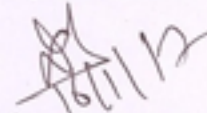
1. The application must be a Client Server based application.
2. The application should run on Linux/ Windows based Operating System.
3. Technology Used:
 - a) Client Side: HTML/CSS, JavaScript, JQuery, etc.
 - b) Server Side: ASP, PHP, JSP, etc.
 - c) Database: MS SQL, MySQL, Postgre SQL.

General Eligibility Criteria -

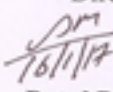
A) For interested firms/ companies, the general and technical eligibility criteria for consideration are as follows :

1. All tenderers must submit quotation along with the following documents –
 - (i) PAN Card.
 - (ii) Income Tax Return for last two years.
2. The Bidder should have its own office in Guwahati, Assam.
3. The firm/ company should not have been blacklisted by their clients/ regulators earlier.
4. The organization should have experience of developing web based applications (ERP/HRMS/ Record Management Systems) earlier for clients and the application developed should be currently up and running successfully.
5. The organization should have atleast 3 (three) technically qualified (B.E./B.Tech./MCA) officials.
4. The successful Bidder have to deposit security money Rs.4,000/- (Rupees four thousand) only in the form of FDR of Bank/Demand Draft/NSC/Call Deposit pledged in favour of Director of Archives, Assam, Dispur, Guwahati- 6.
6. The Financial Bid of those tenders which qualify the Technical Bid of the equipment stated, will be opened at a later date, which will be communicated to the tenderers.

All legal proceedings arising out of any dispute between the parties shall be settled within territorial jurisdiction of Guwahati, Kamrup(M).

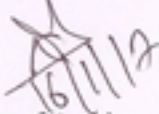

Director of Archives, Assam,
Dispur, Guwahati-6.

Memo No.SA.40/2010/155-A


Dated Dispur the 16th January, 2017

Copy forwarded to:-

1. The DIPR, Assam for publication in the daily news paper at least one in vernacular and one in English in the State.
2. The Deputy Secy. to the Govt. of Assam, Secretariat Admn. (Estt.)
Department. Dispur.
3. Office Notice Board.


Director of Archives, Assam,
Dispur, Guwahati-6

