

**GOVERNMENT OF ASSAM**  
**WPT & BC DEPARTMENT**

**DIRECTORATE OF WELFARE OF PLAIN TRIBES AND**  
**BACKWARD CLASSES, ASSAM**  
**RUKMINI NAGAR, DISPUR, GUWAHATI - 781006**

Tender No. DW/NIT/661/2018-19/66

Date: 21/01/2019

**Expression of Interest (EoI)**

CREATION OF VERNACULAR LANGUAGE E BOOKS (ePub: Version-3.0)

for class XI and XII(Text book/Reference Book)

with online software for viewing, downloading and updating and interactive self-  
assessment section

**BIDDING DOCUMENT**

(to be used for furnishing bids by the ELIGIBLE BIDDERS)

**TENDER FEE:Rs. 2000/-**

**Address for Communication:**

**Directorate of Welfare of Plain Tribes and Backward Classes, Assam,  
Rukmini Nagar, Dispur, Guwahati - 6  
E-mail:directorateofwptbc.assam@gmail.com**

**EoI NOTICE FOR CREATION OF VERNACULAR LANGUAGE E BOOKS (ePub:  
Version-3.0) for class XI and XII(Text book/Reference Book) with online software for  
viewing, downloading and updating and interactive self-assessment section  
(e-Procurement)**

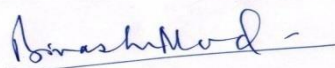
**Tender No. DW/NIT/661/2018-19/66**

**Date: 21/01/2019**

EoI in two-bid System affixing court fee stamp of Rs.8.25 only, are invited from organisations working in the field of Information Technology as individual bidder or as consortium for creation of vernacular language e books (ePub: Version-3.0) for class XI and XII(Text book/Reference Book) along with online software for viewing, downloading and updating of the books and interactive self-assessment section for selected ST & OBC students studying under AHSEC in vernacular language. The BID is for creation of vernacular language e books (ePub: Version-3.0) for class XI and XII(Text book/Reference Book) along with online software for viewing, downloading and updating for the financial year 2018-19& 2019-20. The terms & conditions and details of items to be supplied are described in the Tender Document.

Sl. No.	Scheduled	Start date	Start time	End date	End time
1.	Tender publishing	25/01/2019	06.00 PM	NA	NA
2.	Tender download	25/01/2019	06.00 PM	02/02/2019	2.00 PM
3.	Pre-Bid Meeting	28/01/2019	11.00 AM	NA	NA
4.	Bid submission (Both Online & Hard Copy)	25/01/2019	06.00 PM	02/02/2019	3.00 PM
5.	Technical Bid opening	03/02/2019	10.00 AM	NA	NA
6.	Presentation by selected bidder	03/02/2019	11.00 PM	NA	NA
7.	Financial Bid opening	03/02/2019	11.00 PM	NA	NA
8.	Selection of successful bidder (QCBS) method	03/02/2019	11:00 PM	NA	NA

Tender documents may be downloaded from the official website <https://assamtenders.gov.in>. The Tenders should be submitted through e-procurement system only except original copy of crossed Demand Draft/ Banker's Cheque for Tender Fee and samples.



**Director  
Welfare of Plain Tribes and Backward Classes, Assam  
Rukmini Nagar, Dispur, Guwahati-781006 (Assam)**

# **INVITATION FOR EXPRESSION OF INTEREST**

**E- TENDERING SYSTEM**

**Government of Assam**

**WPT & BC Department**

**Directorate of Welfare of Plain Tribes  
and Backward Classes, Assam**

**Rukmini Nagar, Guwahati-781006**

**GOVERNMENT OF ASSAM**  
**DIRECTORATE OF WELFARE OF PLAIN TRIBES AND BACKWARD CLASSES, ASSAM**  
**RUKMINI NAGAR, DISPUR, GUWAHATI-6**

NAME OF THE WORK : Creation of vernacular language e books (ePub: Version-3.0) for class XI and XII(Text book/Reference Book) along with online software for viewing, downloading and updating and interactive self-assessment section for the financial year 2018-19& 2019-20

**E-TENDER NOTICE**

1. Director, Welfare of Plain Tribes and Backward Classes, Assam, Guwahati-6 invites EoI from organisations working in the field of Information Technology as individual bidder or as consortium for Creation of vernacular language e books (ePub: Version-3.0) for class XI and XII(Text book/Reference Book) along with online software for viewing, downloading and updating with interactive self-assessment section for the ST(P) and OBC beneficiaries on ANNUAL CONTRACT BASIS as shown in **Annexure-“A”**. The bidders are hereby requested to carefully read the instructions and other clauses furnished herein below before they prepare and submit/upload their tenders.
2. The bid document can be downloaded from <https://assamtenders.gov.in>. The Bidder who has downloaded the tender documents containing the details terms and conditions from the website shall upload their tender on-line on the website <https://assamtenders.gov.in> with proof of payment of non-refundable tender fee of Rs.2000/- (Rupees Two thousand) only through crossed Demand Draft / Banker's Cheque drawn in favour of Director, Welfare of Plain Tribes and Backward Classes, Assam, Guwahati-6 payable at Guwahati. The tender should be uploaded on-line before the scheduled date and time of uploading/submission.
3. The Original copy of crossed Demand Draft/Banker's Cheque of tender fee should be submitted/deposited to the Director, Welfare of Plain Tribes and Backward Classes, Assam, Guwahati-6 in a sealed cover on or before the last date and time of submission of tender. The cover should be superscripted with the details of the tender.
4. The manufacturers/ developer / dealers/ Consortium working in the field of information technology Creation of vernacular language e books (ePub: Version-3.0) for class XI and XII(Text book/Reference Book) along with online software for viewing, downloading and updating with interactive self-assessment section must mention their full postal address of their registered office with phone number (landline or Mobile as the case may be) and the e-mail id. More than one address shall not be entertained except for a consortium. No sub / additional addresses will be accepted.

5. To participate in this tender process through e-procurement, the bidder (s) should have valid Digital Signature Certificate (DSC) of Class-II signing and have to register in the portal <https://assamtenders.gov.in> by themselves.
6. Sub-letting of the bid-contract is strictly prohibited.

## **SECTION- I : QUALIFICATION CRITERIA**

### **1. LAST DATE FOR RECEIPT OF TENDERS.**

Scanned copies of the documents along with the scanned copy of Tender Fee may be uploaded and hard copies of the same submitted upto 29/01/2019 till 2.00 PM.

### **2. IMPORTANT NOTES:**

- a) Bidders they must submit all valid licenses and permissions for trading & selling of the item quoted.
- b) The applicant may be a sole applicant or a consortium, which are working together and have required capability to develop vernacular language e-Pub in version 3.0. However, an individual or a member of a Consortium shall not be entitled to submit another application for this BID either individually or as a member of any other Consortium, as the case may be.
- c) In case of consortium, the consortium is free to choose their lead player where the MoU done between both the parties must have to be submitted. Work order will be issued and payment will be made in the name and details given in the MoU submitted by the consortium.
- d) Any applicant, who has earlier been barred by GoA from participating in GoA projects, would not be eligible to submit a Proposal, where the bar subsists as on the Bid Due Date.
- e) Applicant shall not have a conflict of interest (the “Conflict of Interest”) that affects the Bid Process. Any Applicant found to have a Conflict of Interest shall be disqualified. Without limiting the generality of the above, an Applicant shall be considered to have a Conflict of Interest that affects the Bid Process such as applicant has participated as a Consultant to Directorate of WPT & BC in the preparation of any documents, design or technical specifications of the Project.

### **Requirement of Qualifications of Bidders:**

### **3. Eligibility criteria:**

1. Bidder(s) should be organisation working in the field of information technology coming as sole bidder or as a consortium of the item having experience of at least 5(Five) years in their field.
2. Bidder should have valid Digital Signature Certificate (DSC) of Class-II signing (minimum) and have to register in the portal <https://assamtenders.gov.in> by themselves.
3. Tender Fee of Rs.2,000/- should be furnished either by crossed Demand Draft or Bankers Cheque drawn in favour of Director, Welfare of Plain Tribes and Backward Class, Assam from any Nationalized Bank/ Scheduled Commercial Bank and payable at Guwahati.
4. The original copy of crossed Demand Draft / Bankers Cheque for tender fee should be submitted to the Office of the Director of Welfare of Plain Tribes and Backward Class, Assam, Rukmini Nagar, Dispur, Guwahati-6 in sealed cover(s).
5. Earnest money of Rs.50,000/- should be furnished either by crossed Demand Draft or Bankers Cheque drawn in favour of Director, Welfare of Plain Tribes and Backward Class, Assam from any Nationalized Bank/ Scheduled Commercial Bank and payable at Guwahati.
6. The original copy of crossed Demand Draft / Bankers Cheque for earnest money should be

submitted to the Office of the Director of Welfare of Plain Tribes and Backward Class, Assam, Rukmini Nagar, Dispur, Guwahati-6 in sealed cover(s).

7. Bidder should have a minimum average annual turnover of Rs.400.00 Lakhs out of the last three financial years i.e. 2015-16 to 2017-18. A certificate from bidder's registered Chartered Accountant (CA) stating therein that the bidder has achieved a minimum average annual sales turnover of Rs.400.00 lakhs during the last three financial year (2015-16 to 2017-18).
8. GST Registration Certificate of the bidder from the competent authority
9. Bidder must furnish his PAN Card copy.
10. The bidder must submit copies of their up to date Trade license from the competent authority.
11. The bidder must submit their income tax return acknowledgement copy for the last Financial Year.
12. The bidders must submit their valid firm registration certificate issued by the registrar of firm / Shop & Establishment registration certificate issued by the competent authority / Company registration certificate.
13. Bidders shall have to submit an affidavit that he/his firm is not under a declaration of ineligibility/ blacklisting for corrupt and fraudulent practices or for any other cause by Government of Assam and/or Govt. of India or any State Government.
14. Agreed Terms& Conditions as per Annexure-“E”
15. Bidder should upload Bills of Quantity (BoQ) (Price Schedule) in .xls format online (Annexure-D).
16. Rate should be inclusive of GST and all other expenses/taxes and delivery expenses.

❖ **Commercial Bid: The Commercial Bid will comprise of the financial bid form (price schedule) as per Annexure-“D” will be uploaded only in BOQ format in <https://assamtenders.gov.in> and not to be submitted to the Director, Welfare of Plain Tribes and Backward Classes, Assam in hard copy.**

❖ **The Tenders should be submitted through e-procurement system only. All tender related documents and enclosures should be uploaded in .pdf format only except Bills of Quantity (BoQ) which is to be uploaded in .xls (Ms Excel) format.**

17. The interested Bidders are required to satisfy all the following criteria as Minimum Eligibility Criteria to qualify for the selection to make presentation and opening of the financial proposal:

Sl. No.	Criteria	Marks
A.	Experience of developing software	Years to 5 years' experience = 5 marks 10 years' experience = 10 marks More than 10 years = 15 marks
B.	Previous experience of publishing e books in vernacular language made in e-pub format	1 book to 10 books = 5 marks More than 10 books = 10 marks
C.	Turn over	Less than 4 cr = 5 marks More than 4 cr = 10 marks
D.	Experience of working with Government	1 work to 10 works = 5 marks More than 10 works = 10marks

E.	Volume of work in single work order for software etc (excluding hardware) for any Government department	Less than Rs. 50 lakhs = 10 marks More than 50 Lakhs = 20 marks
G.	Online interactive software or website in vernacular language	10 marks
H.	<u>Presentation</u> Applicant will make a presentation covering Methodology Technology to be adopted Previous work	25 marks

NB. O (Zero) marks for anything below the minimum level indicated. For example

A	Experience of working with Government	0 work =	0 marks
		1 work to 10 works =	5 marks
		More than 10 works =	10marks

18.1 Bidder securing minimum qualifying marks will be qualified for opening of financial part of Bid.

18.2 Method of Selection

Quality (80%) cum Cost (20%) Based Selection  
 QCBS - 80:20

The technical quality of the proposal will be given weight of 80%, the method of evaluation of technical qualification will follow the procedure given above. The price bids of only those Agencies who qualify technically (Minimum Qualifying Marks) will be opened. The proposal with the lowest amount may be given a financial score of 20 and the other proposal will be given financial score that are inversely proportional to their prices. The financial proposal shall be allotted weight of 20%. For working out the combined score, the employer will use the following formula:

Total points = T (w) x T (s) + F (w) x F(s), where

T (w) stands for weight of the technical score.

T (s) stands for technical score

F (w) stands for weight of the financial proposal

F(s) stands for financial score of the financial proposal

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract and will be called for negotiations, if required.

## 19. Preparations and Submission of BIDS

19.1 Language



- 19.1.1 The Application and all related correspondence and documents in relation to the Bid Process shall be in English language. Supporting documents and printed literature furnished by the Applicant with the Application may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by the Applicant. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.
- 19.2 Format and Signing of Bid
- 19.2.1 The Applicant shall provide all the information sought under this BID. Directorate of WPT & BC, Assam will evaluate only those Bids that are received in the required formats and complete in all respects.
- 19.2.2 The Bid shall be typed or written in indelible ink and signed by the Authorised signatory of the Applicant who shall also initial each page. All the alterations, omissions, additions or any other amendments made to the Bid shall be initialled by the person(s) signing the Bid.
- 19.2.3 The Applicant shall prepare and submit only 1 (one) set of the Bid
- 19.3 Sealing and Marking of Bids
- 19.3.1 The Applicant shall submit the Bid in the following format
- ENVELOPE I: General Eligibility criteria  
ENVELOPE II: Minimum Eligibility criteria
- 19.3.2 Envelope I: “General Eligibility Criteria” shall be submitted in a separate envelope and shall contain the following, in original:
- A. Court fee Stamp Affixed
  - B. Technical Bid forwarding letter clearly stating the validity period of the Bid along with Check list (Annexure – G)
  - C. Tender Fee
  - D. GST Registration certificate
  - E. PAN Card
  - F. Upto date Trade Licence
  - G. Average annual sales turnover certificate certified by bidder’s registered Chartered Accountant.
  - H. Authorisation letter to participate in this bid, from manufacturer (in case bidder is Dealer or Distributor)
  - I. Firm registration certificate / Shop & establishment registration certificate / Company registration certificate
  - J. Power of Attorney for signing the Bid
  - K. Joint Bid Agreement wherever required for Consortium.

- L. MoU for Lead Member of Consortium
- M. Anti-Collusion Certificate – to be submitted on the letter head of the Lead Member (in case of a Consortium) or the Single applicant as the case may be.
- N. Annexure – E (Agreed Terms & Condition)
- O. Affidavit that bidder is not under the declaration of ineligibility / blacklisting etc. by Govt. of Assam or India.
- P. Earnest money

23.3.3 Envelope II: “Minimum Eligibility criteria” shall be submitted in a separate envelope and shall contain the following, in original:

A.	Experience of developing software
B.	Previous experience of publishing e books in vernacular language made in e-pub format
C.	Turn over
D.	Experience of working with Government
E.	Volume of work in single work order for software etc (excluding hardware) for any Government department
F.	Online interactive software or website in vernacular language

**24. Amendment of Bidding Documents** – The Director of Welfare of Plain Tribes and Backward Class, Assam, shall be at liberty to make amendments or modifications to the bidding documents at any point of time before the last date fixed for submission of the tenders if he feels it so necessary and he will do so by issuing a corrigendum at <https://assamtenders.gov.in>. The Purchaser may at his discretion also extend the time reasonably for submitting the tenders by fixing another date for the purpose and duly by issuing a corrigendum at <https://assamtenders.gov.in>.

**25. Non-binding clause:**

- 25.1 The Purchaser is not bound to accept any tender simply on ground of its rates being the lowest or for quoting unreasonable rates provided he has reasons so to do and, as such, the Purchaser is at liberty to cancel such tenders with reasons to be recorded in writing in the concerned file with intimation to the concerned bidder.
- 25.2 The bidders are not bound to submit the tender simply because they obtained the tenders from the Purchaser and any bidder who is unwilling and/or who has reservation to abide by the terms and conditions of the contract laid down herein as may also be prescribed in future under reasonable circumstances by the purchase is advised not to file any tender as filing of the tenders will automatically mean that the bidder concerned has wilfully agreed to abide by such terms and conditions as laid down herein and also as may be reasonably laid down in future.

**26. Road Permits**

Tender Inviting Authority will not take any responsibility for supplying Road Permits and C-Form. It will be the responsibility of supplier to arrange for dispatch of consignments to concerned destinations in Assam as per Annexure-“A”.

## SECTION-II

### SCHEDULE TO THE INVITATION OF TENDER

**(PLEASE REFER TO ANNEXURE-“B” FOR TECHNICAL SPECIFICATIONS OF ITEMS)**

#### **27. Quoting of Price:**

- 27.1 Rates quoted must be in project basis inclusive of development of E-Books.
- 27.2 The rates quoted for item of material/articles shall include all taxes, GST and other levies payable on the prices of the items and/or on the total value thereof plus the costs of transportation from one destination to another, loading and unloading charges, depreciation and damage, if any. No claim for any cost or compensation outside the quoted rates shall be entertained at any point of time and under any circumstance whatsoever.
- 27.3 While fixing the rates the bidders shall also keep it in mind that the rates quoted are reasonably commensurable with the existing prices of those items at the prevailing market.
- 27.4 The bidder must quote for the materials/articles strictly as per the technical specifications furnished in Annexure-“B” of this booklet. No variation or variable quotation shall be accepted.
- 27.5 The rates quoted for item shall remain valid for the 2 (two) financial year i.e. 2018-19 and 2019-20 and shall not be subject to any increase and/or adjustment for any reason and under any circumstances whatsoever.
- 27.6 The bidder must keep the fact in their mind that the quantity mentioned in the schedule of requirement is a tentative approximation of requirement and not the actual requirement for the period involving the contract.
- 27.7 While assessing financial bid the overall total rate of the item as quoted in Bills of Quantity (BoQ) (inclusive of all taxes and other expenses) will be taken as the basis for determination of L1.
- 27.8 The bid will be submitted/uploaded as per on-line e-procurement process. All pages of documents to be scanned for uploaded need to be sealed & signed by bidders.
- 27.9 Overwriting in any form or manner anywhere in the tender papers shall not be accepted and the tender shall stand automatically cancelled.
- 27.10 Tender Fee along with other documents shall be submitted at the Directorate of Welfare of Plain Tribes and Backward Class, Assam during office hours on all working days before last date and time of submission of tender.

#### **28. Validity of tenders:**

- 28.1 Only those tenders shall be treated as valid the submission of which is found in order and the rates of items quoted are accepted and bidders of such tenders shall be called successful bidders. The successful bidder shall have to sign a Contract Agreement with the Purchaser that shall remain effective and valid for the specific tender only.

### **29. Conditions for supply:**

Delivery of all goods covered by an order shall have to be initiated within 75 days of issue of order at the destinations mentioned in the order and the contract period will be valid till the end of the financial year 2019-20. Each delivery to each destination shall be made by issuing a Challan in 4 (four) copies which must expressly and clearly show the items name and specification and their quantity, signed and sealed by the supplier. Signatures with date and seal of the concerning officer (s) to whom the goods are delivered shall have to be obtained on the Challans. One copies of the Challan is to be given to him/her (the authorized receiver of goods).

The bidder shall furnish information to the Purchaser (Director, Welfare of Plain Tribes and Backward Class, Assam) in respect of each delivery to each destination with which a copy of the aforesaid Challan shall have to be attached. Two copies of the Challan shall be attached to the bill when submitted for payment.

The purchaser may ask the supplier to provide any services, which may be considered by the purchaser as related and/or similar to services contemplated in this EoI, at a rate and terms that will be mutually decided on a case to case basis.

### **30. Withdrawal of Bids:**

Any bidder may withdraw the bid upto last date of submission of bid which is also the time for submission of bid. Only single bid shall be submitted by each bidder.

### **31. Inspections and Test:**

The Purchaser's right to inspect or test as well as to reject the Goods, where necessary, after the Goods arrived their final destinations shall in no way be limited to or waived by reason of the Goods having been previously inspected or tested and passed by the Purchaser or his authorised representative prior to the Goods shipment.

### **32. Packing/Packaging:**

- 32.1 The Supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, contact with salt and precipitation during /on transit / open storage. Proper care shall be taken regarding the case, size and weight of the packages considering the remoteness of final destination of the goods and the absence of heavy handling facilities at all points on transit.
- 32.2 The packing, marking and documentation in and outside the packages shall comply strictly with such special requirements as shall be provided for in the Contract including additional requirements, if any, specified in any subsequent instructions issued by the Purchaser after the contract was signed.

**33. Termination of Default:**

- 33.1 The Purchaser may, without prejudice to any other remedy if available to him, shall issue notice for breach of contract for supplying defective material or sub-standard material to the Supplier's expressed destinations, terminating the Contract in whole or part at the discretion of the Purchaser.
- 33.2 The Purchaser shall also be at liberty to cancel the contract or deduct the proportionate value of the goods complained of if:
- (a) the Supplier fails to deliver any or all of the goods complained of by the Purchaser within the period(s) specified in the Contract;
  - (b) the Supplier fails to perform any obligation(s) under the Contract; and/or
  - (c) the Supplier, in the judgment of the Purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

**NOTE :** (1) "Corrupt practice" means offering, giving, receiving or soliciting of anything any favour in cash or in kind or an act of influencing the action of a public servant in the procurement process or in executing the contract.

(2) "Fraudulent practice" means misrepresentation of facts in order to influence the procurement process or execution of the contract to the detriment of the Purchaser, and includes collusive practice among bidders (prior to or after submission of the bids) designed to establish Bid prices at artificial or non-competitive levels and/or to deprive the Purchaser of the benefits of free and open competition.

- 33.3 If the Purchaser terminates the Contract in whole or in part, the Purchaser shall have the right to procure, upon such terms and in such manner as he deems fit and appropriate, the goods or Services similar to those undelivered, and the supplier shall be liable to the Purchaser for making good of the loss if any incurred in the process by the Purchaser any excess costs for such procurement of goods and/or services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

- 34. Termination of Contract for insolvency:** The Purchaser may at any time terminate the Contract by giving written notice to the supplier if the Purchaser reasonably finds at any point of time during the continuation of the period of contract that the supplier has become bankrupt or otherwise insolvent. Termination of the contract in such a situation will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued thereafter to the Purchaser.

- 35. Termination of Contract for Violation:** The Purchaser, by issuing a written notice to the supplier, may at any point of time terminate the Contract, in whole or in part, if the Purchaser reasonably finds that the supplier has violated one or more terms or conditions of the Agreement or has engaged in influencing any of the officials or persons concerned with the implementation of the scheme. The supplier shall not be entitled to any compensation for such termination mid-way but

he shall remain entitled to the amount proportionate to the works done until termination of the Contract.

### **36. Award of contract:**

- 36.1 The Purchaser reserves the right to accept or reject any or all the tenders and to cancel the bidding process as well as to reject all quotations at any time prior to the award of the contract with reasons to be recorded in writing.
- 36.2 The Purchaser shall inform about the award of the contract to the bidder whose tender the Purchaser accepts. The terms and conditions of the accepted offer shall be incorporated in the purchase order.
- 36.3 Payment of the suppliers' bills shall be made after delivery of the goods in satisfactory condition and confirmation report from the concerned Officers of the District regarding the receipt of the goods in good and satisfactory condition and subject to release of F.O.C. by the Government.

#### **NOTE:**

**(A)** The bidders shall submit/ upload online as per time schedule mentioned above. The bids/tenders will be opened on 29/01/2019 at 10.00 AM.

**(B)** No preference will be given to any bidder or class of bidders, either for price or for any of the terms and conditions, earnest money deposit exemption etc. The bidders' sincere participation in the tendering process under reference shall be thankfully appreciated in the interest of the project.

37. Cost of Bidding Document: Rs. 2,000.00 (Rupees Two thousand), non-refundable.
38. Earnest Money: Rs.50,000.00 (Rupees fifty thousand) refundable

### **39. Resolving Disputes and/or dissensions, if any:**

- 39.1 The Purchaser and the supplier shall make all out efforts to resolve the disputes and/or the dissensions if ever arises any out of the Contract/Agreement amicably by direct and formal or informal negotiations and upon failing to arrive at an amicable settlement within 15 (fifteen) days from the date of commencement of the mutual discussion towards settling the dispute or dissension the matter shall be referred to arbitration by mutual consent with due intimation to and from all concerned.
- 39.2 In case of failure of the parties to resolve their dispute or difference or dissension amicably by themselves within 15 (fifteen) days, the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter shall commence unless such notice is given. Arbitration may commence prior to or after delivery of the Goods under the Contract.
- 39.3 The Principal Secretary to the Government of Assam or his designated representative shall be the arbitrator.
- 39.4 In case the dispute/dissension between Purchaser and Supplier could not be resolved by arbitration within 30 days from the date of commencement of the process of arbitration, then

the legal dispute may be pursued only at the Court (s) under jurisdiction of / at Gauhati High Court, Guwahati.

**Annexure-“A”**

Sl. No.	Name of District			
01	BARPETA			
02	BONGAIGAON			
03	CACHAR			
04	DARRANG			
05	DHEMAJI			
06	DHUBRI			
07	DIBRUGARH			
08	GOALPARA			
09	GOLAGHAT			
10	HAILAKANDI			
11	JORHAT			
12	KAMRUP – METRO			
13	KAMRUP – RURAL			
14	KARIMGANJ			
15	LAKHIMPUR			
16	MORIGAON			
17	NAGAON			
18	NALBARI			
19	SIBSAGAR			
20	SONITPUR			
21	TINSUKIA			
22	BAKSA			
23	CHIRANG			
24	DIMA HASAO			
25	KARBI ANGLONG			
26	UDALGURI			
27	MAJULI			
28	BISWANATH			
29	HOJAI			
30	WEST KARBI ANGLONG			
31	CHARAIDEO			
32	S.SALMARA , MANKACHAR			



**ANNEXURE – “B”****REQUIREMENT SPECIFICATION**

About 200 or more e-books comprising approximately 200 pages in each will have to be created under the project along with online software to distribution of the eBooks. Bidder must have required capacity to create and incorporate audio-visual representation as and where required as a part of the text books and also as video file in different regional language voice over, if required. Software for viewing and updating of the books with interactive self-assessment section will have to be developed under the same project.

The entire work involved will be implemented in a Project Mode. Every bidder is required to submit a Detailed Project Report/ methodology as to how they propose to implement the project. The Directorate of WPT&BC should contain, among other things, the key milestones, activity schedule, monitoring mechanism, etc. This may be included in the technical bid.

**A. EPUB****1 Format**

The electronic publications must be delivered in ePub 3.0 Reflowable and/or ePub 3.0 Fixed Layout formats unless other format is specified on the order form. Also the scanned images of the books which are used as raw materials for digitization (in case softcopy is not provided by Directorate of WPT & BC and digitization is carried out through hard copy) should be provided separately.

ePub files must be compliant with the ePub format specifications of (IDPF) International Digital Publishing Forum (link: <http://www.idpf.org/ePub>).

The types of EPUB/PDF files requested could be:

- ePub 3.0 file with Reflowable Text (*for text based books*)
- ePub 3.0 file with Fixed Layout (*for pictorial books*)

The variability of screen dimensions shall be taken into account when producing the electronic publication.

**2 File Names**

One ePub file must be delivered per each title. A register of catalogue has to be produced and the catalogue number must be the file name of the ePub file.

**3 Supporting Files**

Large versions of images, graphics, illustrations, animations, tables or other supporting documents must be included in the package as separate files and linked to them from the main content file.

Content files inside the ePub container will be compliant to size limits so as to allow optimal reading on different devices.

A PDF containing the screenshot of validation of the ePub file by IDPF (<http://validator.idpf.org>, in case of file size is under 10MB) or any other standard ePub Validation Software (in case of files larger than 10MB) will be supplied with each ePub file.

**4 METADATA**

Meta-data as properties of the file:

The ePub files must include the following set of descriptive metadata as properties of the file:

Metadata	Description	Tag	Attribute	Format	Mandatory /Optional
Title	Title of the publication	<dc:title>			Mandatory
Author (person)	Name of the person	<dc:creator>	opf:role="author"	Surname Name	Optional
Language	ISO 639-3 code for the language	<dc:language>			Mandatory
Publisher	"Publications office of the	<dc:publisher>			Mandatory
Publication date	Date of the publication of the E-PUB version.	<dc:date>		It must contain at least a four digit year but may be followed by an optional two digit month and an optional two digit day, in the format YYYY-MM-DD	Mandatory
ISBN	ISBN of the e-book (different from the	<dc:identifier>	opf:role=schem		Mandatory
DOI	DOI of the e-book (different	<dc:identifier>	opf:role=schem		Mandatory
Description	If available, summary of the	<dc:description>			Optional
ISBN	AS provided by the DPD				Optional
Annotation	A short information about the book				Mandatory
Age group	Describes the target audience				Optional
Copyright Information	Relevant copyright information				Mandatory
Price of the ebook					Optional
Genre	Social sciences, Literature etc.				Mandatory

## 5 Specifications EPUB with Reflowable Text structure

The EPUB file must respect the order of the pages of the input content, with the exception of the back cover, which in some cases must be placed right after the front cover.

## 6 Table of Content

The EPUB file must allow the automatic generation of the Table of Content (TOC) by the different devices. The TOC must be navigational, allowing the reader to move directly from the TOC to a specific section of the electronic publication by clicking on the desired item (front matter, back matter or main content). The TOC will only display up to three levels.

Beyond three levels, pages for the display of subsequent levels must be created and placed at the beginning of the corresponding section. Any references to page numbering must be removed.

The first item on the TOC must be the title of the publication and point to the front cover. If the front and back matter pages have their own header, it must be displayed in the TOC. The copyright page must be present on the TOC, using the following labels:

Language	Copyright page
BG	ABTOpcKorpaBo
ES	Paginatederechosdeautor
Cs	Tiraz
DA	Copyright
DE	Impressum
ET	Autorioigustelehekiilg
EL	creAi.6a.:rrveuqanKwv6lKalwua.-rw
EN	Copyright page
FR	Page de copy right
GA	Leathanachc6ipchirt
IT	Paginadelcopyright
LV	Autortiesibulapa

Language	Copyright page
LT	Autoriqtetisiqupuslapis
HU	Kolof6n
MT	Pagnatad-drittta-awtur
NL	Copyrightbladzijde
PL	Metrykaksi!zki
PT	Paginatedireitosdeautor
RO	Paginadecopyright
SK	Impresum
SL	Kolofon
FI	Copyright-sivu
Sv	Copyrightsida

## 7 Front Cover

### ReflowableText:

The front cover of the publication must be visualized on the library of the e-reader. In addition, the front cover must be also the first page of the electronic publication.

The front cover must be captured as image.

### Fixed Layout:

The printed front cover of the publication must be visualized on the library of the e-reader with the word 'Interactive' marked in a distinct manner. The front cover inside the book must be a visual representation of the original printed cover page along with suitable animation and interactive components in the first page of the electronic publication.

The front cover for the library must be captured as image.

## 8 Back Cover

### Reflowable and Fixed Layout:

In the case that the back cover contains a blurb, the back cover will be placed right after the front cover and will be captured as content (text and images, if any). The background image, if any, will not be captured.

Otherwise the back cover will be captured as image and located at the end of the electronic publication.

Identifiers, bar codes, QR codes and The Publications Office logo present on the back cover must not be captured as part of the back cover.

## 9 Title Page

Title page must be captured as text respecting wherever possible in the original layout.

## 10 Copyright Page

The copyright page must respect the layout of the original input content; information must be left-aligned. Only one copyright page will be present on the ePub file. The sentence "Cataloguing data can be found at the end of this publication" will be removed.

Identifiers ISBN and DOI must follow the requirements described in the section "Metadata" of this document.

Superfluous mentions with regard to the print version must be removed. As examples, any reference to the printed publication:

- **Paper dimensions;**
- **Total number of pages;**
- **Type of paper;**
- **Printing location;**
- **Price, etc.**

## 11 Other Front and Back Matter Pages

Other front and back matter pages (note to the reader, bibliography, glossary, references, etc.) must be one individual item on the table of content.

## 12 Logo of Publications Division

The last element of the electronic publication must be the logo of Publications Division in the corresponding language. The logo must be left aligned.

## 13 Chapter Pages

Chapter pages may include chapter number or identification, chapter header and chapter introductory text. Chapter pages must be captured as text respecting wherever possible the original layout.

In the case of chapter pages with colour identity, the chapter number and chapter header will be placed as text in the closest colour to the input colour.

In the case of chapter pages with strong graphical identity, an image representing the graphical identity will be created and placed centred and immediately after the chapter number and chapter header.

## 14 Pages not to be Captured

The following are pages not to be captured from the hard copy of the book:

- Table of content. The TOC must be rebuilt (Some tax not clear in PDF)
- Repeated table of content present within the main content;

- Cataloguing pages;
- Blank pages;
- Irrelevant pages for electronic dissemination (as example pages to write notes).

### 15 Removal of Page Numbering

Any explicit reference to page numbers must be replaced by a cross-reference to the relevant content. As example “*See on Page 6*” should be replaced by a linkable “*See*” or “*More*”.

### 16 Layout (Reflowable Text)

#### Columns

Any layout with multiple columns will be transformed into one-column layout (if otherwise not specified)

#### Body Text

The alignment of the body text must be as in the input content. Margins, tabular or sand spaces between paragraphs, lines, bullets or list elements, etc. must be respected.

### 17 Fronts

In respect of English books and journals common font families, listed among the display options of e-readers, must be used consistently throughout the main body of the text.

**In respect of Devanagari and Regional Language Books, fonts which support Unicode are allowed since the books are in Devanagari and Regional languages only, hence the vendor must strictly stick to Unicode fonts.**

Special characters must be detected and the corresponding fonts must be embedded, ensuring the correct visualization of the linguistic versions of the publication.)

Fonts sizes must respect a logical proportionality (e.g. font size of a footnote reference must be smaller than the main body text) and be used consistently throughout the electronic publication and all linguistic versions.

### 18 Headings

#### Headings Must Be Centred

The hierarchy and emphasis of the headings and sub-headings must be respected and be consistent throughout the electronic publication and all linguistic versions.

The different levels of headings must be visually distinct from each other. Changing one aspect of the font (e.g. face, case or slope) should be sufficient and preferable to using a mix of font faces or doubling-up differences (e.g. changing both font size and colour).

### 19 Typography

Several elements within the electronic publication such as chapter titles, headings and subheadings, captions, lists, notes and references may require a special typographic treatment.

These elements shall be set apart from the rest of the text through the creation and application of CSS styles. In order to be rendered successfully by any e- reader, the number of existing character and paragraph styles should be reduced and, if necessary, their characteristics should be simplified.

Styles must be applied in a consistent and coherent way throughout the electronic publication and all linguistic versions. The following elements must be respected, captured as in the input content:

- **Bold, italics and underlined;**

- **Capitalization;**
- **Superscript and subscript.**

## **20 Header and Footer**

Header and footer must not be captured.

## **21 Colours**

Wherever possible, colours (font colours, background colours for highlighted text boxes, table cells colours, etc.) must be respected. However background coloured pages must be captured as normal pages ignoring the background colour.

## **22 Hyphenation**

Hyphenation must be disabled to avoid word breaks carried over from the print version.

## **23 Images**

- Equations, signatures, graphics, illustrations and pictures must be captured as respective required format such as mathML, SVG, PNG, GIF etc. The size of the images must be consistent throughout the electronic publication. Resolution of 300 DPI should be used (if not specified otherwise and if not required to downscale for saving memory consumption buy a book).
- Images must be prepared for optimum display on a variety of screen sizes and resolutions. Images must allow zooming on the devices that allow that feature, with enough resolution to ensure proper visualization. (min)
- Images must keep the same position in the flow, in the same order than the order appearing in the input content.
- Images shall be anchored within the main body of text, ensuring that when the text reflows, the images travel with the text to which they are attached.
- Captions and footnotes for images must always be captured as text, not as part of the image. They must be placed immediately before or after the image as per the input content.
- In the case of text over the images, the image and the text must be captured separately, with the exception of the text of the copyright, which is to be captured as part of the image.
- Background images under the main content will not be captured.

## **24 Tables**

Tables must be captured as tables and properly dimensioned so they are readable when increasing the font size. Cells alignment must be respected.

Captions and footnotes for tables must always be captured as text. They must be placed centred and before or after the image as located in the input content.

In case of very complex tables, they could be captured as images if agreed by the Publications Office. Other solutions may be proposed by the Contractor.

## **25 Lists**

The different types of lists (1 -2 -3, A-B-C, a -b-c, i-ii-iii, etc.) and bullet points (square, triangle, arrows, etc.) must be respected. Nesting must be respected.

## **26 Other Graphical Element**

Wherever possible other graphical elements (separators, boxes, etc.) must be reproduced respecting the most closed as possible to the original design (colours, fill, stroke, etc.).

## **27 References**

References (cross-references, footnotes, URLs, embedded links within the text, e-mails, telephone numbers, multimedia objects, etc.) must be highlighted using blue colour and being underlined. They must be hyper linked pointing to the related item.

## **28 Footnotes**

Footnotes must either appear in a floating box inside the page anchored by a footnote marker or appear after the respective chapter as the case maybe in the ebook reader settings.

## **29 Links**

Internet addresses present in the publication must be activated pointing to the appropriate target URL. In case a URL mentioned in the file is not found to be active then the correct URL should be asked from DPD.

If the activation of hyperlinks is requested, embedded links within the text must be implemented pointing to the appropriate target URL.

## **30 E-mail Addresses and Telephone Numbers**

E-mail addresses and telephone numbers present in the publication must be activated.

## **31 Multimedia Objects**

If the integration of multimedia objects inside of the publication is requested, embedded links within the content must be implemented pointing to the appropriate multimedia object.

The multimedia object must be included within the EPUB container. Multimedia objects shall be prepared for optimum display on a variety of screen sizes and resolutions.

The EPUB file with Fixed Layout must respect the layout and the order of the pages of the printed publication but must contain interactive and other media as requested.

## **32 Quality Validation**

The minimum quality controls (both manual and automatic validations) to be performed by the Contractor during the production process of electronic publications (e-books).

The Contractors shall perform all quality controls for each linguistic version. The Contractor shall provide a quality control report together with any EPUB delivery. These reports must document the quality control procedure, tests and validations conducted by the Contractor on the deliverables as well as the list of e-reading applications, e-ink reading devices and other devices on which these-books have been tested.

## **33 Quality Controls**

### **Automatic**

**The following is the minimal list of automatic validations which must be part of the production process:**

- **Technical file validation (conformity with prescribed standards);**
- **Structural validation and conformity with original input files (via tools to be present in the Contractor's production workflow);**
- **Validation of naming convention;**

- **Synoptic validation(in case of production of several language versions)**

**Minimal list of structural elements to check for several language versions:**

- Number of sections;**
- Number of chapters;**
- Number of sections at “Level 1”**
- Number of sections at “Level 2”**
- Number of paragraphs;**
- Number of lists;**
- Number of elements in each list;**
- Number of footnotes;**
- Number of footnotes references;**
- Number of tables;**
- Number of table captions;**
- Number of illustrations;**
- Number of illustration captions**
- Number of links to URLs;**
- Word breaks**
- Line breaks.**

If differences between language versions are discovered, then the operator must verify if and to what extent an error has occurred and if necessary re-check the entire file.

## **Manual**

The following is the minimal list of manual validations which must be part of the production process:

- Operability of the files on different readers and platforms (see point 3);
- Completeness of contents;
- Presence and corrections of bibliographical data/metadata ISBN/doi;
- Quality of images (proper visualization and zooming on the devices that allow that functionality);
- Readability of tables
- Functioning of re-size function;
- Correct display of special characters;
- Search function
- Opening speed of pages and footnote references;
- Correct use of soft hyphens;
- Functioning of the table of contents;
- Functioning of references (cross references, footnotes, URLs, Embedded links within the text, e-mails, telephone numbers, multimedia objects etc.);
- Sequence/order of content elements;
- Presence of typographical signs;
- Correct rendering of “text to speech”

## **34 Devices and Platforms**



The Contractor shall carry out full Proofreading of the content and technical tests and validations on the following reading platforms: e- reading applications running on Microsoft Windows, Mac OS, Android and iOS, as well as e-ink reading devices. The lists of devices indicated below may be adapted according to the evolution of the market.

The following is the minimal and indicative list of devices and plat forms to be checked for:-

EPUB deliverables with reflowable text.

- Windows:
  - ADE;
  - Calibre;
- iOS:
  - iPod Touch;
  - iPad;
  - iPhone;
- e-inkdevices:
  - SonyPRS650;
  - SonyPRS300;
  - SonyPRS350;
  - SonytouchEdition
  - Nook2009;
  - Cybookorizon
  - Amazon kindle
- Android:
  - Android based devices;
  - NookColor
  - KoboVOX.

The following is the minimal and indicative list of devices and platforms to be checked for:-

EPUB deliverables with fixed layout.

- iOS:
  - iPad
  - iPhone
  - iPodtouch
- Android: Supported devices of various companies

### **35 Comprehensive Testing Report**

The contractor should provide along with the deliverables a comprehensive testing report for each lot digitized which should include the following:-

1. A checklist for all the automatic and manual tests performed on the files which are given in this document.
2. Total no. of pages, memory foot print for both PDF and EPUB, word count, paragraph count, lines count for each file.
3. Text search based on 5 different words to be done.
4. Selection text using 'Ctrl+A': the report should state that whole of the digitized text is selectable (excluding image based texts)

5. Memory leak and memory foot print by ebooks (especially in the case of multimedia books)
6. Other tests as specified by DPD on the time of delivery of books for Digitization.

Note: Any payments for digitization will be cleared only after the report is submitted to DPD.

**Directorate of WPT & BC is free to impose penalty if on testing by Directorate of WPT & BC., reports are found to be false or the results stated in the report mismatch with the results found by Directorate of WPT & BC.**

**Devices:** The Company should provide devices capable of reading E-pubs (which are specified earlier in this document for different types of E-pubs) to DPD for proof reading the books. The devices will be returned only after the Proof read is completed by DPD.

A minimum of 10 devices should be provided by the company to DPD during the delivery of first lot of Deliverables.

### 36 Deliverables

The E-books should be provided in following formats:-

1. One CD/DVD for each title delivered in the lot with proper Lot no and title of the book scribed on the CD/DVD. The CD/DVDs should be delivered in proper CD/DVD wallets and not in lose covers or plastic covers. The CD/DVD must of good quality material and of a good brand.
2. Thumb drives having capacity of 32GB or higher should be provided to the department by the company with all the eBooks separated by distinguished folders after the completion of digitization work.

All the files should be encrypted by a folder lock software as well.

### 37 Other Specifications

- (I) The final digitized copy should have no distortion or deviation from the original text and to do this all the necessary proof-reading and checking of text has to be done by the agency before giving the final digitized copy to the Publications Division.
- (II) Providing the files in the following formats- PDF (full search), PDF-A, PDF-UA, HTML, ePub, Mobi, MS-Word (through OCR and any other technical means that may be necessary)
- (III) The e-book should be compatible to open on multiple PC platforms like Windows, Linux and Mac OS and also on mobile platforms like Android (Jelly Bean, Ice-Cream Sandwich etc.), Windows, Symbian to provide maximum facility to the user to read our books on various devices that are popular in the market today.
- (IV) The electronic copy of the books in word format should have 100 per cent accuracy. All titles will be required to be given in the open and editable format such as MSWord or open office writer with 100 per cent accuracy of the original text.

### 38 Technical Eligibility Criteria

The Contractor firm must have adequate skills and core competence of their own in developing eBooks from the scratch programmatically and infrastructure to execute work on their own. As the work involves **development of intellectual property**, the contract will be executed under a **non-disclosure agreement** between the department and the contractor, hence no online third party software can be used and the contractor can not involve any third party for execution of the work.

### B. Web based or application software

This software or module will help students to download the eBooks and videos.

Technical Details of the section as follows

1. Web Server:

Windows: Support for Web Script Platforms: JavaScript Object Notation, Java Applet, Classic ASP, ASP.Net, PHP, Python and Ruby on Rails

2. Database Server:

RDBMS: MS-SQL and MySQL

3. Application:

PC& Android App using the latest technology

CMS for managing content

Smart Features like offline data reading, push notifications,

bookmarks&favorite.

4. Backend:

User Account:

Private content would only be visible post login, functions like password change and recovery after user signup and password recovery.

Admin Account:

User management System:

Define Roles like Admin, sub admin & editor with specific rights to manage CMS

Create Users with the above rights to manage content upload

Easy & self-explanatory Content Management System.

5. Technology:

5.a. Server Side Scripts:

Java Applet,  
Classic ASP,  
ASP.Net,  
PHP,  
Python and  
Ruby on Rails

5.b. Server Side Database:

RDBMS: MS-SQL and MySQL

5.c. Server Client Bridge:

Secure: Encrypted (Latest Stable Version)

5.d. Client Side:

HTML5 & CSS3

Javascript

JQuery  
 Web Layout – Responsive  
 Web Compatible Browsers - IE8+, Microsoft Edge, Google Chrome, Mozilla  
 Firefox, &Apple Safari

### C. Technical details of the interactive self-assessment module

From this section students will be able to download questions for self-assessment. In objective type questions the answer will be inbuilt to give instant assessment result.

Technical Details of the section as follows

1. Web Server:

Windows: Support for Web Script Platforms: JavaScript Object Notation, Java Applet, Classic ASP, ASP.Net, PHP, Python and Ruby on Rails

2. Database Server:

RDBMS: MS-SQL and MySQL

3. Application:

PC & Android App using the latest technology  
 CMS for managing content  
 Smart Features like offline data reading, push notifications, bookmarks & favourite.

4. Backend:

User Account:

Private content would only be visible post login, functions like password change and recovery after user signup and password recovery.

Admin Account:

User management System:

Define Roles like Admin, sub admin & editor with specific rights to manage the CMS

Create Users with the above rights to manage content upload

Easy & self-explanatory Content Management System.

5. Technology:

5.A.Server Side Scripts:

Java Applet,  
 Classic ASP,  
 ASP.Net,  
 PHP,  
 Python and

## Ruby on Rails

### 5.B Server Side Database:

RDBMS: MS-SQL and MySQL

### 5.C Server Client Bridge:

REST API

Secure: Encrypted (Latest Stable Version)

JQuery for Real-time Interactivity for Students

256 bit Encrypted JavaScript Object Notation for error free quicker response

### 5.D Client Side:

HTML5 & CSS3

Javascript

Web Layout – Responsive

Web Compatible Browsers - IE8+, Microsoft Edge, Google Chrome, Mozilla

Firefox, & Apple Safari

## **D. Specification for the Audio-Visual Learning Content:**

### Video Format:

1. ePub Compatible
2. HD
3. MPEG-4
4. MPEG-DASH
5. 3GP

### Audio Format:

1. ePub Compatible
2. WAV
3. MP3

Following are the terms for creating the Audio-Visual Learning Content with 2D, 3D Multimedia:

1. Each module should have a clear and effective voice over and proper sound effects.
2. The speed of the narration in the audio/voice over in each module should not be too fast; preferably less than 100 words per minute.
3. The modules should be of broadcast quality suitable for lower bandwidths.
4. The modules should have a pause, play, fast forward, and rewind option for the teachers and students to use.
5. Flickering in images to be avoided.
6. All the content should have clear graphics with crisp and eye friendly colors.

7. The Bidder will make the digital resources compatible with the Learning Management System (LMS).
8. The digital teaching learning and their associated platforms must be compatible for mobile, tablet, desktop and laptops.
9. The digital teaching learning resources should support seamless inter-operability among all operating systems including windows 10, android (Version 6 or higher), and cloud based web applications.
10. The digital teaching learning resources should be SCORM 1.2 or AICC or xAPI compliant.

**ANNEXURE-“D”**

**ITEM WISE BILLS OF QUANTITY (BoQ)**

<b>Tender Inviting Authority: Director, WPT &amp; BC, Assam</b>			
<b>Name of Work: Creation of vernacular language e books (ePub: Version-3.0) for class XI and XII (Text book/Reference Book) along with online software for viewing, downloading and updating with interactive self-assessment section for the financial year 2018-19 &amp; 2019-20for ST(P) beneficiaries in different districts of Assam.</b>			
<b>Contract No:</b>			
<b>Bidder Name :</b>			
<b><u>PRICE SCHEDULE</u></b>			
<b>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )</b>			
<b>NUMBE R #</b>	<b>TEXT #</b>	<b>TEXT #</b>	<b>NUMBER #</b>
<b>Sl. No.</b>	<b>Item Description</b>	<b>Item Code / Make</b>	<b>RATE quoted In <b>Figures</b> To be entered by the <b>Bidder</b> (including GST &amp; all Taxes, FoR etc.) <b>Rs. P</b></b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>1</b>	Creation of vernacular language e books (ePub: Version-3.0) for class XI (Text book/Reference Book) along with online software for viewing, downloading and updatingwith interactive self-assessment section for the financial year 2018-19 & 2019-20		
<b>2</b>	Creation of vernacular language e books (ePub: Version-3.0) for class XII (Text book/Reference Book) along with online software for viewing, downloading and updating with interactive self-assessment section for the financial year 2018-19 & 2019-20		
<b>Quoted Rate in Words</b>		<b>INR Only</b>	

**Annexure-“E”**

**GOVT. OF ASSAM**  
**DIRECTORATE OF WELFARE OF PLAIN TRIBES AND BACWARD CLASSES, ASSAM**  
**AGREED TERMS & CONDITIONS**

Tender No. &Date: .....

**A. DETAILS OF BIDDER**

Bidder Name :  
 Office Ref :  
 Contact Person :  
 Telephone No :  
 Fax No :  
 E-mail :  
 Signature :

**NOTE: The questionnaire below must be duly filled in and should be enclosed with un-priced Technical Bid.**

**B. TECHNICAL:**

Sl. No.	Description	Bidder's Confirmation
		(Confirmed/Noted)
1.	Confirm that you met the eligibility criteria as per bid document and have furnished relevant documents.	
2.	Confirm acceptance of Technical Specification and Scope of Supply as per Tender Document.	
3.	Confirm that literature and technical data, wherever applicable, have been enclosed.	
4.	Confirm that all certificates/ documents furnished.	
5.	Confirm that Tender Fee as per bid document has been furnished	
6.	Confirm that earnest money as per bid document has been furnished	



**C. COMMERCIAL**

Sl. No.	Description	Bidder's Confirmation
		(Confirmed/Noted)
1.	Confirm that the quoted price of the items are inclusive of cost of packing & forwarding charges, freight, insurance and all duties and taxes viz. Excise Duty, GST.	
2.	It is noted that the statutory variations in taxes and duties (except Excise Duty) within the contractual delivery period shall be borne by the purchaser.	
3.	If there is any variation or fresh imposition of Excise Duty at the time of supply due to various reasons, including turn-over, confirm that the same shall be borne by supplier.	
4.	Confirm that in case any new or additional duties and taxes are imposed after the contractual delivery date due to delays attributable to the supplier the same shall be borne by the supplier. This will be in addition to Price Reduction for Delay in Delivery.	
5.	Confirm acceptance of Delivery Period as specified in the Tender Document.	
6.	Confirm acceptance of relevant payment terms specified in the bid document.	
7.	Confirm that the quoted prices shall remain firm & fixed till complete execution of the order and period of contract.	
8.	Packing/ forwarding, transportation, loading/ unloading and insurance are supplier's responsibility. To protect the items from physical damages and/or deterioration due to weather during transit, supplier to ensure proper packing & handling arrangement.	
9.	Confirm that you shall observe the highest standard of ethics during bidding and in case favoured with an order, the execution of the order will be completed, without resorting to any fraud, corruption and/or coercion.	

SIGNATURE OF BIDDER:

NAME &amp; DESIGNATION:

(IN BLOCK LETTER)

DATE:

NAME &amp; ADDRESS OF THE FIRM:

**Annexure-“F”**

**Form of Agreement**

THIS CONTRACT AGREEMENT is made

This ..... day of month..... year.....

BETWEEN

(1) Name and Address of the Purchaser: Director, Welfare of Plain Tribes and Backward Classes, Dispur, Guwahati - 6

(2) Name and Address of the Supplier:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [insert: brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [insert: contract price in words and figures] (hereinafter called “the Contract Price”)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and constructed as an integral part of the Contract:
  - (a) This Contract Agreement
  - (b) Special Conditions of Contract
  - (c) General Conditions of Contract
  - (d) Technical Requirements ( including Technical Specifications)
  - (e) The Supplier’s bid and original Price Schedules
  - (f) The Purchaser’s Notification of Award
  - (g) Joint bidding agreement
  - (h) MoU for lead player
  - (i) [Add here: **any other documents**]
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Purchaser

Signed: \_\_\_\_\_

In the capacity of [insert: **title or other appropriate designation**]

In the presence of \_\_\_\_\_

For and on behalf of the supplier

Signed: \_\_\_\_\_

In the capacity of [insert: **title or other appropriate designation**]

In the presence of \_\_\_\_\_

**Annexure-“G”**

**CHECK LIST FOR TECHNICAL BID**

Sl. No.	Cover A (Technical Bid Documents)	Enclosed (Yes)	Enclosed (No)	Page Sl. No.
Set 1				
01	Court fee Stamp Affixed			
02	Technical Bid forwarding letter along with Check list (Annexure – G)			
03	Tender Fee			
04	GST Registration certificate			
05	PAN Card			
06	Upto date Trade Licence			
07	Average annual sales turnover certificate certified by bidder’s registered Chartered Accountant.			
08	Firm registration certificate / Shop & establishment registration certificate /Company registration certificate			
09	Power of Attorney for signing the Bid			
10	Joint Bid Agreement wherever required for Consortium.			
11	MoU for Lead Member of Consortium			
12	Anti-Collusion Certificate – to be submitted on the letter head of the Lead Member (in case of a Consortium) or the Single applicant as the case may be.			
13	Annexure – E (Agreed Terms & Condition)			
14	Affidavit that bidder is not under the declaration of ineligibility / blacklisting etc. By Govt. of Assam or India.			
15	Earnest money			
Set 2				
16	Experience of developing software			
17	Previous experience of publishing e books in vernacular language made in e-pub format			
18	Turn over			
19	Experience of working with Government			
20	Volume of work in single work order for software etc (excluding hardware) for any Government department			
21	Online interactive software or website in vernacular language			

**Sign and Seal by Authorized representative of the Bidder**