



Pollution Control Board, Assam
Bamunimaidam, Guwahati-21



No. WB/G-1620/Pt-I/2019-20/03

Dated Guwahati, the 18th Feb., 2023

SHORT QUOTATION NOTICE (SQN)

Sealed Quotations are invited for “**Technical Support for Web-Application Portal to conduct Recruitment Drive by PCBA**” from reputed and experienced **IT Firms/Companies**, having requisite experience in the field of designing & developing customized software and Web portals/MIS-based portals, for Govt./Semi-Govt. department(s)/organization(s).

The details of the work and terms and conditions can be obtained from the website of the Board (www.pcbassam.org).

Interested parties are requested to submit their Quotations in the prescribed format. The last date of receipt of quotations is **2.00 PM** on the **27th of February, 2022**. Both the Technical & Commercial parts will be evaluated on the same day at **2.30 PM**.

The Member Secretary, Pollution Control Board, Assam reserves the right to accept or reject any or all the bids without asiginging any reason thereof.


(Shantanu Kr. Dutta)
Member Secretary

Memo No. WB/COM-143/19-20/08-A, *2475*

Dated Guwahati, the 18th Feb., 2023

Copy to:

1. P.A. to the Chairman, PCBA for kind appraisal of the Hon'ble Chairman.
2. The Website / Notice Board (i/ii) of the Board's Head Office.
3. Social Media of PCBA.

2475
(Shantanu Kr. Dutta)
Member Secretary
hb



A. GENERAL TERMS & CONDITIONS:

1. The participants must submit the below-mentioned documents:
 - a. Firm/Company Registration.
 - b. Firm/Company PAN Card
 - c. GST Registration
 - d. Trade License or MSME Registration (**any one document is mandatory**)
2. The Agency whose registered office is in Guwahati will be given preference.
3. The Agency must have at least **6 years** of experience in WEB/Software development (provide support document).
4. All the above claims by the participants should be supported by authentic documents & verifiable Certificates.
5. The parties must submit their proposal in 2 (two) parts (i.e., in 2 envelopes):
 - a. Technical Proposal
 - b. Commercial Proposal
6. The 1st Envelope will contain Technical Proposal (**As per ANNEXURE-I & II**). The court fee stamp of **Rs. 8.25/-** must be pasted in **ANNEXURE-I**, or else the bid will get rejected. The technical proposal should contain all the relevant information and desired enclosures as per the prescribed format.
7. The 2nd Envelope will only contain the Commercial Proposal as per the prescribed format in **ANNEXURE-III**. All prices should be written both in figures and words.
8. At any time before the award of the contract, the concerned authority may, for any reason, accept or reject any quotations and modify or cancel the tender by notice without mentioning any reason thereof.
9. Based on the satisfactory performance of the selected agency, the future scope of works shall be awarded to the same agency at a mutually accepted rate through an extension notice by the Board.

Handwritten signature or initials.



B. SCOPE OF WORK:

- i. The agency will be responsible to develop & host web-based APP for receiving of online applications for various posts as advertised by the Board.
- ii. There should be one Dashboard in the App for each candidate to apply for post, receiving of notifications, uploading of various academic documents, downloading Admit Cards(if any).
- iii. The solution should be capable of receiving and storing of more than 1 Lakhs applications along with candidate's documents.

C. SECURITY & TECHNICAL ASPECTS:

- i. The agency is responsible to provide **OWASP TOP10** standard security protections on the web portal which is accessible via both Desktop & Mobile. The source code for the same is to be submitted in a separate storage unit.
- ii. Application backend should be hosted with SSL without any extra cost.
- iii. The solution should enforce network-level security, traffic to be encrypted using secured connectivity.

D. TIMELINE:

The Timeline for Design, Development, Testing & Finalization of the WEB Application is 5 days from the date of the work order.

E. ELGIBILITY CRITERIA:

Sl. No.	Criteria	Minimum Eligibility Requirement	Documentary Evidence is to be submitted along with the Proposal
01	Legal Entity	The Applicant can either be a Firm/Company/Agency registered under relevant Acts in India. The Firm should mandatorily possess the registration numbers e.g., PAN, GST, etc., as applicable to them.	Copy of: (a) Certificate of Incorporation / Registration in the Name of Firm/Agency (b) Trade License. (c) GST Registration Certificate. (d) PAN Card Copy. (e) IT return Acknowledgement for the last 3 years (i.e., FY 2019-20, 2020-21, and 2021-22).

hsl



Sl. No.	Criteria	Minimum Eligibility Requirement	Documentary Evidence is to be submitted along with the Proposal
02	Average Annual Turnover	Average Annual Turnover of Rs 40.00 lakh (Rupees Forty lakh Only) in the last three financial years (i.e., FY- 2019-20, 2020-21, and 2021-22).	(a) A certificate by CA to this effect has to be submitted.
03	Average GST Turnover	Average GST Turnover in 1 Quarter in FY 22-23 should be more than 40.00 lakhs per qtr.	(a) GST Statements need to be furnished
04	Experience	Minimum 10 Govt./Semi Govt. Work orders related to Online Application/ Web Development/ MIS Portals	(a) Relevant Work Orders need to be furnished
05	Self certification	The Applicant or any of its director/s or partner/s should neither have been convicted by any court of law nor is any criminal case pending against them before any court of law. Further the Firm should not have been blacklisted / barred / disqualified by any Government organization / regulatory / statutory body from future participation in any such tender.	(a) Undertaking regarding Non-Debarment and Non-Blacklisting.

505



ANNEXURE – I

(Please keep it in a sealed Envelope of the Technical Proposal)

(To be submitted on Letter Head of the Agency)

I Shri/Smt. _____ being the
Manager/Partner/ Owner of the Firm/Company _____
Registered office at _____ submit a
quotation for **Technical Support for Web-Application Portal to conduct Recruitment Drive.**

I have gone through the terms & conditions and will abide by the terms & conditions, that in
event of work awarded to me, I shall execute a contract. Our rate will be valid for 180 days from the
date of submission of the bid.

Date:

Place:

(Seal & Signature of Authorized Signatory)

bt



ANNEXURE – II

(Please keep it in a sealed Envelope of the Technical Proposal)

(To be submitted on Letter Head of the Agency)

ABOUT THE PARTY

1.	Name of the Firm/Company	:	
2.	Address	:	
3.	Telephone No.	:	
4.	GST Registration	:	
5.	Firm/Company Registration (optional)	:	
6.	Trade License/MSME Registration (any one document)	:	
7.	Business Tenure	:	
8.	PAN No.	:	

Date:

Place:

(Seal & Signature of Authorized Signatory)

[Handwritten mark]



ANNEXURE – III

(Please keep it in a separate sealed Envelope of the Commercial Proposal)

(To be submitted in Agency Letter Head)

As per the terms & conditions and having gone through the Scope of the Proposed system in connection with the **Technical Support for Web-Application Portal to conduct Recruitment Drive**, as required by the Member Secretary, Pollution Control Board, Assam, we submit our price Bid as below:

SI. No.	Description	Qty	Rate per Qty (in Rs.)
1.	<ul style="list-style-type: none">➤ Complete Technical Support➤ Hosting & Domain Charges (For the period)➤ SMS Charges➤ Manpower Support (Helpline)	1	
Total			
GST (18%)			
Grand Total: (Rupees in words)			

Date:

Place:

(Seal & Signature of Authorized Signatory)

br



Undertaking regarding Non-Debarment & Non-Blacklisting

(Please keep it in a sealed Envelope of the Technical Proposal)

(To be submitted in Agency Letter Head)

To,
The Member Secretary,
Pollution Control Board, Assam,
Bamunimaidam, Guwahati – 21

Subject: Undertaking regarding Non-Debarment & Non-Blacklisting

Dear Sir/Madam,

It is hereby confirmed and declared that _____ or its **Representatives** have not debarred or blacklisted by any Government Department/Public Sector Undertaking/Private Sector/or any other agency, for any work/assignments/services that have been executed/undertaken.

Yours Faithfully,

**Authorized Signatory
Name:
Designation:
Agency Seal:**

Date:

Place:

by



DOCUMENTS CHECKLISTS

(Please keep it in a sealed Envelope of the Technical Proposal)

(To be submitted in Agency Letter Head)

Sl. No.	Criteria	Documentary Evidence to be submitted along with the Proposal	Submitted Yes / No
01	Cover Letter	ANNEXURE-I	
02	Party / Agency Details	ANNEXURE-II	
03	Legal Entity	Certificate of Incorporation/ Registration in the Name of Firm / Agency	
04	Trade License / MSME Certificate	Trade License	
05	GST Certificate	GST Registration Certificate	
06	PAN Card	PAN Card Copy	
07	Average Annual Turnover	A certificate by CA to this effect has to be submitted.	
08	Average GST Turnover	GST Statements need to be furnished	
09	Experience	Relevant Work Orders (minimum 10) need to be furnished	
10	Self-Certification	Undertaking regarding Non-Debarment & Non-Blacklisting	

201