

6-A

## TENDER REFERENCE

Sl.	Information	Details
1.	NIQ No.	ASTE/ENV/2060/2021-22/88
2.	Pre-Bid Conference Date& Place	04.02.2022 ASTE Council, BigyanBhawan Near IDBI Building, G.S. Road, Guwahati-781005
3.	Earnest Money Deposit (EMD)	Rs. 15,000.00 by way of D.D. in favour of Director, ASTEC, payable at Guwahati.
4.	Last Date & Time for submission of bids	10.02.2022 till 2.00 PM.
5.	Date, Time&Place for opening of Technical Bid	10.02.2022 at 2.30 PM ASTE Council, BigyanBhawan Near IDBI Building, G.S. Road, Guwahati-781005
6.	Date & Time of opening of Financial Bid	To be intimated to all technically qualified bidders

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Director  
A.S.T.E. Council  
Bigyan Bhawan, G.S. Road, Ghy-5

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## 1. Introduction

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National Green Corps (NGC) is a major initiative of Ministry of Environment, Forests and Climate Change (MoEFCC) for creating environmental awareness. It was launched in 2001-02 that aims at building cadres of young children working towards environmental conservation and sustainable development. This programme operates chiefly through Eco-Clubs set up in schools and colleges across the country. There are more than 2,00,000 Eco clubs across the country that have been established in the last 19 years, making it one of the largest conservation networks and thereby creating awareness on various environmental issues at grass root level.

The programme has a cascading effect, seeks to redirect the consciousness of students towards environment friendly attitudes and actions and goes beyond schools, promoting school-society interactions to sensitize the society. Also in order to strengthen monitoring mechanism of NGC programme, MoEFCC is in process to establish Management Information system (MIS) which will open up vistas. The MIS reporting and monitoring would be interactive and creative in ensuring NGC mobility and services.

In Assam, the NGC programmes have been being implemented by Assam Science Technology and Environment Council since 2001-02 and a total of 8796 Eco-Clubs have been set up in schools across the State. During last 19 years Eco-Club members have been taking active part in various environment related programmes like plantation, rallies, debates, quiz, popular lectures, nature trail, cleanliness drive, etc.

### Prime objectives of NGC:

- i. Creating environmental awareness among masses.
- ii. Environment education and capacity building of young children.
- iii. Environmental conservation and sustainable development.

### Activities for Eco-Clubs:

- Organize seminars, debates, lectures and popular talks on environmental issues in the school.
- Organize field visits to environmentally important sites including polluted and degraded sites wildlife parks etc.
- Organize rallies, marches, human chains and street theatre at public places with a view to spread environmental awareness.
- Take up activities like tree plantation, cleanliness drives both within and outside the school campus.
- Grow kitchen garden, maintain vermin-composting pits, construct water-harvesting structures in school, practice paper re-cycling etc.
- Prepare inventories of polluting sources and forward it to enforcement agencies.
- Organize awareness programmes against defecation in public places, pasting posters in public places and to propagate personal hygiene habits like washing hands before meals etc.
- To sensitize people about maintenance of public places like parks, gardens both within and outside the school campus.
- Mobilize action against environmentally unsound practices like garbage disposal in unauthorized places, unsafe disposal of hospital waste etc.
- Undertake case studies; compile lists of environmentally friendly products and community initiatives which have impacted the environment.
- Create database on land use pattern, species diversity, medicinal plants, etc. to help planned conservation efforts.
- Test soil, water and air quality and study their impact on health.
- Learn to make natural dyes and herbal cosmetic.
- Volunteer to help or guide visitors in Zoos, Botanical Gardens, National Parks and Public Gardens.

- Start and maintain a small orchidarium, seed bank, arboretum, etc. in school.
- Demonstrate/promote eco-friendly practices like non-chemical pest management, stall-feeding of animals to protect pastureland from over-grazing, use of energy- efficient devices or use of renewable energy for meeting local needs.

## 2. Scope of Work

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The scope of the assignment involves the development of a **Web Portal** for sharing and accessing the information on NGC among all stakeholders. It also aims at developing a medium for interactive and creative reporting and monitoring for ensuring mobility of activities and services under NGC.

The Web Portal will extend the following features and functionality:

- A Website for dissemination and collection of information on NGC Eco-Club programme from across the state and creating a database of the same.
- A Web Application for sharing and accessing the information on NGC and real-time reporting and communication with State Nodal Agency.
- The Web based Portal has to be developed using the industry standard technology and development tools and shall facilitate universal accessibility through the internet. The Portal shall be intuitively designed to facilitate an easy to use ergonomic design interface for hassle free operation and information access. The Portal shall have the following broad features.
  - i. User friendly System with logically organized Navigation Controls for easy information accessibility.
  - ii. Table of Content (ToC) based organization of Data submitted by District Nodal Agencies and ranking performances of the DNAs based on statistical analysis
  - iii. Users- Login through 3 different User IDs
    - a. State Nodal Agency Log in ID.
    - b. District Nodal Agency log in ID.
    - c. Eco Club log in ID.
  - iv. Generation of text,data, statistics and photo based reports at the user end
  - v. Customized Portal views for Administrative and Public users
- Functions of State Nodal Agency (SNA):
  - a. The State Nodal Agency (SNA) will be the Admin of the Web Portal.
  - b. The SNA will have the access to Manage/Create/Delete/Update Eco Club Details Log in credentials and Bank Account details registered by District Nodal Agencies (DNA).

- c. The reports submitted by the DNAs shall be accepted through a format provided on the website and the performance of DNAs shall be displayed graphically based on the data entered by the DNAs.
  - d. The reports, registration forms, Eco-Club details, etc. shall be archived on the website once approved by the Admin.
  - e. Every Login must be based on either Email OTP or Mobile OTP.
  - f. The SNA must have the option to view Photos, Videos, Reports, Utilization Certificates, etc., submitted by DNA and provision of downloading all these data in desired format and share them via email must also be included.
  - g. Option to download every detail of College/ School Eco clubs provided by the DNA in Excel and PDF must be there.
  - h. Option to Flash Images and other information on the Home page/Notification panel must be there.
  - i. An option for Digital Report Generation must be there so that a report can be prepared by adding photos, texts, graphs, etc., from an external storage or the database and it must be sharable via E-mail.
  - j. There must be an option to give ratings to DNAs and College/School Eco clubs based on their performance.
  - k. SNA will add events to be carried out by the Eco Clubs.
- Functions of District Nodal Agency (DNA):
    - a. DNAs will have separate Login IDs.
    - b. DNAs shall Upload/Create/Delete/Update Eco Club details, after which the entries will get registered on in the database once approved by the State Nodal Agency.
    - c. While entering the bank details the system must track IFSC string wise for checking errors, based on the unique and uniform pattern followed by each bank in terms of codes, number of digits used in an account number, etc.
    - d. The system must track that number of Eco-Clubs in the database should not be more than 500 per district and it must flash the number of Eco club a particular district has.
    - e. District Nodal Agency must be able to upload various events organized by Eco-Clubs in format like JPG/JPEG/MPEG4/MP4 for Photos & videos and Pdf/doc/pptx for reports.
    - f. A Messaging Platform must be there between SNA and DNA.
    - g. DNA will add events to be carried out by the Eco Clubs.

- Functions of Eco Clubs

a. Self-enrolment option must be there for both College and School Eco-Clubs to get connected with the State Nodal Agency, where a registration process must be followed based on OTP before getting verified and approved.

b. On successful login, the Eco club will get a screen as shown below.

DNA Driven Activity	SNA Driven Activity	Eco-Club Driven activity	My Activity Calendar
View Details	View Details	View Details	
Add To My Calendar	Add To My Calendar	Add To My Calendar	
View Details	View Details	View Details	
Add To My Calendar	Add To My Calendar	Add To My Calendar	
View Details	View Details	View Details	
Add To My Calendar	Add To My Calendar	Add To My Calendar	
View Details	View Details	View Details	
Add To My Calendar	Add To My Calendar	Add To My Calendar	

c. They can add a pre-defined set of activity (minimum 2 from each category), that they need to conduct within a year.

d. After completion of a particular activity, it has to be reported through the web portal.

e. College and School Eco-Clubs must be able to share events organized by them in formats such as JPG/JPEG/MPEG4/MP4 for Photos/ videos and Pdf/doc/pptx for reports through a one-time registration/reporting panel through Mobile OTP which shall be accessed and approved by the SNA.

f. The portal should be able to automatically grade the Eco Clubs (editable at the DNA/SNA credentials) based on the activity that they perform, but will only be displayed on the portal once approved by the SNA. They can add a pre-defined set of activity (minimum 2 from each category), that they need to conduct within a year.



Terms and Conditions:

**i. Duration of the project:**

The selected bidder shall complete the project within 5 months from the date of assigning the project.

**ii. Review meeting:**

The selected bidder shall present a progress report at the end of 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> month to the ASTE Council in review meetings to be held periodically, followed by the final commissioning of the portal.

**iii. Web Hosting & Commissioning of the Portal**

The selected bidder shall be solely responsible for testing, web-hosting in the server. Once the Web portal is handed over, ASTE Council shall trial run it for 2 months from the date of handing over and shall proceed for final commissioning after approval from Director, ASTEC. The Council may suggest changes as per user experiences during the trial run.

**iv. User Training**

The selected bidder shall:

- design and develop the training materials/training handouts related to the technology stack implemented in the project. The training materials should include methodologies and procedures to add, update & delete features from the portal.
- include FAQ related to the common errors while using the portal by different stack holders and
- impart on-site training at ASTEC premises.

**i. Warranty**

The selected bidder shall provide maintenance of the web architecture free of cost for a period of 12 months from the date of web hosting and commissioning of the web portal.

**ii. Operation Support**

Selected bidder shall provide 1-year support to ASTEC for updating and smooth operation of the portal. Besides, the bidder shall designate a program manager (off-site) for smooth co-ordination of the activities including maintenance. This is extendable subject to negotiation and agreement of terms between Assam Science Technology and Environment Council, Science, Technology and Climate Change Department, Govt. of Assam and the selected bidder.

### 3. Technical Specifications

The proposed WEB portal should be developed using the industry standard software tools and technologies to facilitate hassle-free operational efficiency and application scalability with feature/ functionality augmentation in the future. The Technical Specifications for the proposed web portal are specified as follows.

Sl.	Software Category	Specifications	
1	Operating System	LINUX, Windows, Android and IOS.	
2	Web Server	Apache Web Server** (or any other)	
3	Application Development Framework	<b>Front end Design</b>	<b>Back end Design</b>
5	Scripting	Bootstrap(HTML,CSS)	LARAVEL
7	BaseMap Provider	Google**/Bing**/Hybrid	

Sl.	Hardware Category	Specifications
1	System***	Intel processor/8GB RAM/1TB HDD
2	Dedicated Public IP (1 nos)	2Mbps (bandwidth)

N.B. The software specifications may vary but needs approval from the authority.

*\*\*The bidder can suggest for best possible alternatives to the above quoted technologies / service providers along with the minimum hardware requirements to execute the same should be clearly defined. However, the bidder should provide with a comparative analysis (pros and cons) as to why their quoted technology/service should be utilized rather than the one quoted above.*

*\*\*\*Software items need to be compatible with the hardware platform defined above. The application should be able to cater 30 concurrent users.*

#### **4. Deliverables**

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Following deliverables are envisaged under the assignment.

Web Portal covering:

- i) Web Portal of National Green Corps Programme, Assam (covering all the aspects explained in Objectives& Scope of work section)
- ii) ApplicationSoftwareof National Green Corps Programme, Assam (covering all the aspects explained in Objectives & Scope of work section)
- iii) Operation Handbook and TrainingManual (Guidance to add new features / modification of existing features) for the complete solution.
- iv) The above application has to be developed and delivered within 5 months from the date of commencement of work. Bidders need to submit cost of development and need to provide 1-year support after commissioning of the project.





## **5. Work Completion Time**

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The development and implementation of the proposed Web portal should be completed within 5 months from the date of issue of work order.

## **6. Terms of Payment**

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Development and commissioning of Web Portal for National Green Corps Programme, Assam: 90% of the total contract value will be released soon after successful completion/compilation/development/rectification, etc., of the said work and balance 10% will be released after 3 months of successful completion.



7. Following documents/evidences are to be furnished/inserted into Technical Bid documents:

Sl. No.	Qualification Criteria	Documents/ proof
1	Bidders shall submit an IPO of Rs. 20/- or Court fees of Rs. 8.25 only or D.D. of Rs. 20/- in favour of "Director, ASTEC" payable at Guwahati	
2	The bidder should be in the field of IT services for at least 2 years as on date of submission of the bid.	
3	Bidder has to complete at least one GIS/ MIS work of value more than Rs. 5.0 lakhs in last 2 years. Copy of work order and completion certificate to be submitted as supporting evidence.	
4	The bidder should produce the self-attested photocopies of Company PAN Number & GST Number.	
5	The Bidder should not have been barred/ blacklisted by any PSU/ Govt. Deptt. in doing projects with them. (Format enclosed at <b>Annexure B</b> )	
6	Financial Soundness Certificate from Bank or Chartered Accountant or I.T. Return of last 3 years.	

## **8. Instructions to Bidder**

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### **General Requirements**

- i) This invitation for bids is open to all Indian firms who would fulfil the criteria as specified in the NIQ.
- ii) The response to NIQ is required to address all technical requirements contained within this NIQ.
- iii) Only proposals submitted strictly in accordance with the NIQ documents or as may be required by the Authority will be considered as valid proposals by the Authority.
- iv) The NIQ is not a Work Order. A separate Work Order will be made available only after selection of a qualified bidder as per given criteria.



## 9. Submission of Bid Documents

- i. There are 2 bid systems, i.e., Technical Bid and Financial Bid.
- ii. All required documents, as mentioned above are to be inserted into Technical Bid and only sheets for Rate/Price of the work are to be inserted into Financial Bid.
- iii. Financial Bid to be opened for those, who would duly qualify in the Technical Bid.
- iv. Potential Applicant must complete and sign the Undertaking at **Annexure- A**.
- v. Bidders can download the NIQ for free of cost from the portal <https://astec.assam.gov.in> till due date and time of submission of bids.
- vi. The sealed envelope containing the proposal must be received in the office of the **Director, ASTEC** on or before **10.02.2022** within **2:00PM**. Envelopes /documents received after the stated time and date will be rejected.
- vii. The Technical and Financial Bid shall be opened in the office of **Assam Science Technology and Environment Council (ASTEC), BigyanBhawan, Near IDBI Building, G.S. Road, Guwahati-781005** at the time on the due date mentioned in the NIQ (Tender Reference).
- viii. Offer received through Fax/E-mail or through open letter will not be accepted as per norms. **Tender document may be sent by Registered POST.**
- ix. Bids submitted not in the manner prescribed are liable to be summarily rejected which will be the sole discretion of the Authority.

For any queries/ information the bidder can contact at the address mentioned below:

**Assam Science Technology and Environment Council**

**BigyanBhawan**  
**Near IDBI Building**  
**G.S. Road, Guwahati-781005**  
**Assam, India**  
**Phone: +91 - 361 - 2450147/ 2450646/ 2464619/**  
**2464621**  
**Fax: +91 - 361 - 2461217**  
**E-mail ID [astec@rediffmail.com](mailto:astec@rediffmail.com)**

UNDERTAKING

To,  
The Director,  
Assam Science Technology and Environment Council  
Near IDBI Building  
G.S. Road, Guwahati-781005

I/We \_\_\_\_\_

Of (insert business address)

\_\_\_\_\_  
\_\_\_\_\_

Hereby submit our proposal in response to the Notice Inviting Quotation (NIQ) on “**Web Portal for National Green Corps Programme, Assam**”and undertake to abide by all the terms, conditions and specifications given in the bidding document while performing the contractual obligations relating to providingWEB Portal. We also adhere to guarantee clause as specified in terms and conditions of the contract.

I/We understand that The Director, ASTEC, Chairman, Tender Committee reserves the right to accept / reject any application and the selection is at their sole discretion.

Yours faithfully

Signature of the bidder with office seal

Place

Date



**Declaration of Non-Blacklisting**

\_\_\_/\_\_\_/2022

To,  
The Director,  
Assam Science Technology and Environment Council  
Near IDBI Building  
G.S. Road, Guwahati-781005

Dear Sir/Madam

Sub.: Declaration on non-Black-Listment

We \_\_\_\_\_ hereby confirm that our firm/organization/company has neither been blacklisted by the Government of Assam or any of its agencies for any reasons whatsoever, nor has our firm/organisation/company been blacklisted by the Central or any other State/UT Government or its agencies for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices.

Sincerely yours

Authorized Signatory  
Name and Designation

Place:

Date:



**FINANCIAL BID****Development of Web Portal for National Green Corps Programme, Assam**

Sl.No.	Description of works	Value in INR
1	Professional Fees for Development of WEB as per defined scope of work in NIQ including miscellaneous expenditure.	
2	Taxes, as applicable	
	<b>Total Financial Bid (In Figures)</b>	
	<b>Total Financial Bid (In Words)</b>	

Note:

1. Rates should be quoted inclusive of all applicable taxes, duties, transportation, etc.
2. To be completed signed and submitted as a part of the bid

Signature

(Name and Address of the bidder with seal)

Dated this..... day of.....2022


