



# ASSAM INDUSTRIAL DEVELOPMENT CORPORATION LIMITED

(A Government of Assam Undertaking)

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ECF No.546630/26-30

Date: 02.09.2024

## Short Notice Inviting Quotation (SNIQ)

Sealed quotations are invited from interested Companies/Firm/Developer having existing Pre-Developed online Board Meeting Management Solution for implementation of the online Board meeting management solution in Assam Industrial Development Corporation Ltd.

### SCOPE OF WORK

1. The Board meeting management solution should have the following Modules present in the system.

Sl. No.	Module	Sub Module	Description
1	User Module		<ol style="list-style-type: none"><li>1. Support multiple user type with role.</li><li>2. User id for Admin/Meeting co-ordinator/ Company Sec.</li><li>3. Add / remove Board meeting committee members</li><li>4. Invite other users as per requirement</li></ol>
2	Meeting Module	2.1 Schedule meeting	<ol style="list-style-type: none"><li>1. Schedule meeting</li><li>2. Re-schedule meeting (preponed or postponed)</li><li>3. cancel meeting</li></ol>
		2.2 Agenda Items	<ol style="list-style-type: none"><li>1. Agenda upload by admin/meeting coordinator/ Comp. Sec. in non editable format.</li><li>2. Agenda view and comment by designated users viz. Board/committee members and coordinator only.</li><li>3. Supported file formats must be PDF, Microsoft Word, Microsoft Excel. Support of any other file format is preferred.</li></ol>

		2.3 Conduct meeting	<ol style="list-style-type: none"> <li>1. Access any records of previous meetings, current meeting agenda, documents by the members</li> <li>2. Attendance of the committee members.</li> <li>3. Voting by the committee members whenever required etc.</li> </ol>
		2.4 Minutes of the meeting	<ol style="list-style-type: none"> <li>4. Minutes of the meeting upload by co-ordinator in editable format.</li> <li>5. All the committee members and coordinator can view and edit the minutes of the meeting.</li> <li>6. No other users have access/knowledge of minutes of the meeting</li> </ol>
		2.5 Video Conference	Conducting meeting through video conference / integration with team viewer or other suitable software for conducting online meeting
3	Documentation		<ol style="list-style-type: none"> <li>1. Previous data/ documents must be available and accessible for any number of meetings conducted in any number of previous years.</li> <li>2. Availability of all the previous meeting documents, agenda items and minutes of the meeting.</li> <li>3. Access to the documents by the committee members and co-ordinator only.</li> <li>4. Enter 'Remarks' and 'Comments' in the documents/agenda</li> </ol>
4	Software and hardware support		The software must be supported by any devices like Windows based system, Android based system and iOS based system.
5	Customization of the existing system		Yet most of the modules are included, there might be addition, deletion and modification of some modules or facilities. The vendor will have to support to fulfill the requirement.

2. The solution should Supports multiple user types allowing for a fully paperless meetings experience:
  - a. Board and Committee Members
  - b. Company Secretary/Board Secretariat/Meeting Coordinator
  - c. Invitees and other users
3. Company Secretarial team should have the feature to upload agenda in any format (such as Microsoft Word, Excel, PowerPoint, PDF among others) and the agenda should get distributed to directors in a non-editable format.

4. The board/committee members should be able download and make their own comments before or during the meetings.
5. No one other than the members of the respective board/ committee and coordinator should have access to these documents/agenda.
6. Portal should allow easy review of meeting schedule in case of last minute changes or rescheduling.
7. Meeting Coordinator should have the facility to automatically generate editable Minutes of Meeting (MoM).
8. Should Integrate smoothly with iOS (iPad), Android and Windows based gadgets.
9. Portal should bring Board and committee members and other invitees on the same platform and helps share MoM (minutes of meeting) along with other action items.
10. Facility to be accessible to the Chairman, MD, Executive and Non-Executive Directors, Management Team, Company Secretary and other Board/Committee members.
11. Quick and efficient retrieval.
12. Provision for Board and committee members can enter 'Remarks' and 'Comments' in the documents/agenda.
13. Create new board/committees (for special or regular affairs) easily on the Portal.
14. Rigorous onsite/offsite support
15. Access control enabling confidentiality.
16. To provide necessary training to admin users for operational use of the system.
17. To provide minimum 3 (Three) numbers of admin user license to the Corporation.
18. To provide all technical support to address any technical issue related to the Board meeting Management solution.
19. The updated app should be available in the play store for installation by any employee during the entire period of validity of contract.
20. To take up regular backup of data and to provide monthly data backup of the system to the Corporation.
21. The system should be hosted in the online cloud server complying the IT Policy of Govt of India & Govt of Assam and the data security aspect of the Corporations data. The system and admin portal should be maintained by supplier only.
22. The solution should be kept updated always and all the recurring expenditure for maintaining and hosting of system for the entire period has to be borne by the supplier only.
23. Documents to be submitted :
  - i) Partnership Deed/Incorporation certificate.
  - ii) Previous Work Order/Completion Certificate.
  - iii) Last Four years IT return/ Balance Sheet (Financial Capacity).
  - iv) GST, Trade license.
  - v) PAN of the firm

Interested companies/Firm/developer with ready to use Board meeting Management Solution and requisite experience may submit their proposal as per the Price Bid at Annexure-I for providing the system to the Corporation.

Interested companies/ Firm/developer shall also submit the mode of payment/payment terms for providing the service to the Corporation.

Sealed Quotations addressed to the Managing Director, AIDC will be received in the office of the Corporation till 4.00 PM of 12.09.2024. Quotations received after the above mentioned time will not be accepted.

Managing Director, AIDC reserve the right to accept or reject any or all of the proposal without assigning any reason thereof.

**Managing Director**

**Annexure-I**

**PRICE BID**

Sl. No.	Description	Annual Quoted Rate (In Rs)
1.	Online Board and committee meetings for Assam Industrial Development Corporation Limited (AIDC)	
2.	Add GST	
3.	Total	

**Note :-**

1. Bidders are requested to quote for the rate including of all recurring cost for the system.
2. The bidders should quote the Annual rate which will be fixed for 3 years. No increase in the rate shall be allowed within these 3 years by the Corporation. After completion of three years the rate will be subject to review and accepted based on mutual agreement only.