

**Expression of Interest (EoI)  
FOR  
Paper Less Tripura Legislative Assembly**

Tripura Vidhan Sabha Secretariat/Tripura Legislative Assembly,  
Government of Tripura, Capital Complex, Agartala, Tripura

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## **SECTION I – Invitation to EoI**

### **1. Background of the Department**

Tripura was a Princely State till Government of Indian Dominion took over the Administration in 1949 under an agreement made between the Governor-General of India and His Highness the Maharaja of Tripura which was signed by V.P. Menon, Adviser to the Government of India, Ministry of States, on behalf of the Governor General and by Kanchan Prabha Devi Maharani Regent, Tripura State, on behalf of the Maharaja, who was a minor. According to this Agreement, the Tripura Administration order 1949 was passed by the Government of India on the 15th October, 1949. The Order provided for the appointment of Chief Commissioner and placed him at the Head of the State Tripura. The New Constitution of India was adopted on the 26th November, 1949 and came into force from January 26th, 1950. Under the Constitution, Tripura was the part C State which was to be administered by the President by a Chief Commissioner or by a Lt. Governor to be appointed by him. Within a month of the merger, the Chief Commissioner introduced a fully bureaucratic set-up. The Parliament was empowered to allow a council of advisers or ministers to function as the executive of that state for the purpose of aiding the Chief Commissioner. The President appointed three Advisors in the State of Tripura with effect from the 14th April, 1953. The Territorial Council Act, 1956 provided for territorial Council of Tripura composed of 32 Members of whom 30 were elected by the people on the basis of adult suffrage and two were nominated by the Central Government. The term of office of a member of a Territorial Council was five years. Under the Territorial Council Act, the Territorial Council should choose two members of the Council to be respectively Chairman and Vice Chairman. The Tripura Territorial Council worked with limited Power from 1957. The first election of Territorial Council was held in 1957 for 5 years. The Government of Union Territories Act 1963 was passed in the Month of May, 1963 to provide for Legislative Assembly and Council of Ministers for Certain Union Territories including Tripura. The Administrative head was the Administrator of a Union Territory appointed by the President under Article 239 of the Constitution. This Act provides for Legislative Assembly for each Union Territory with 30 elected Members for Tripura. The Central Government may nominate not more than three persons to be members of the Legislative Assembly. The Government of Union Territories Act, 1963 provides for a Council of Ministers for Tripura with the Chief Minister at the head to aid and advice the Administrator. The Chief Minister shall be appointed by the President and the other Ministers shall be appointed by the President on the advice of the Chief Minister. The Ministers shall hold office during the pleasure of the President. The Council of Ministers shall be collectively responsible to the Legislative Assembly. All executive actions shall be expressed to be taken in the name of the Administrator. The Assembly shall have a Speaker and a Deputy Speaker. The Legislative Assembly was extended to all the matters enumerated in the State list and Concurrent list in the Seventh Schedule to the Constitution with supremacy of law made by Parliament in those matters. In the transitional provisions of the Union Territory Act, 1963, the Legislative Assembly of the Union Territory of Tripura, be deemed to have commenced on the 1st August, 1962. The North-Eastern Areas (Reorganization) Act, 1971, was passed in the Parliament and assented to by the President on 30th December, 1971. In Tripura this Act was given effect to on and from the 21st January, 1972 under which the State of Tripura attained full Statehood of the Indian Union. The State Legislative Assembly became sixty seated according to the Constitution and first election was held in March 1972.

### **2. Introduction**

Government of Tripura envisaged integrated Paper Less Tripura Legislative Assembly

project to develop integrated next generation IT platform to enhance productivity and streamlining internal processes associated with service delivery to end-users and Vidhan Sabha Members.

The invitation to Expressions of Interest is for IT/ITES Companies, System Integrators and the OEMs for project “Deployment/Development of Software and required Hardware infrastructure for “Paper Less Tripura Legislative Assembly” Project of Tripura Vidhan Sabha, Agartala” for the following deliverables:

**Part I**

- 1 Provisioning for Deployment/Customization of Software
- 2 Digital Workflow Automation as required
- 3 Required Hardware/ infrastructure for Vidhan Sabha
- 4 Training & Support
- 5 PMU Setup & Management
- 6 Session Management and Operational Support

**Part II**

1. Digitization of Documents
2. Metadata Entry of Scanned Documents

The document can be downloaded from the website [www.tripuraassembly.nic.in](http://www.tripuraassembly.nic.in) response to this EOI shall be deemed to have been done after careful study and examination of this document with full understanding of its implications. This section provides general information about the Issuer, important dates and addresses and the overall eligibility criteria for the parties.

**Issuer and Address for Submission for EoI**

Secretary, Tripura Legislative Assembly  
Tripura Vidhan Sabha Secretariat/Tripura Legislative Assembly,  
Government of Tripura, Capital Complex, Agartala, Tripura

**Website:** [www.tripuraassembly.nic.in](http://www.tripuraassembly.nic.in)

**Email:** [vidhansabha\\_tripura@rediffmail.com](mailto:vidhansabha_tripura@rediffmail.com)

Contact No: 0381-241-24446

Fax: 0381-241-4095

**3. Aim of the project**

- Role-enabled work-flow and web-based system for automation, standardization and uniformity of the working methodology.
- Dynamic search engine which will generate several reports at click of button.
- Auto compilation of reports and queries.
- Removing redundant processes which otherwise delay flow of information among various stakeholders.
- Induction of transparency and accountability in operations.
- Electronic security and control of confidential data.
- Dissemination of information as per requirement.
- MIS for easy monitoring and quick decision making.
- Improving efficiency in working.
- Improving decision making in view of better reporting mechanisms.
- Significant reduction in manual records/register maintenance.
- Elimination of duplicate and inconsistent record keeping.
- Reducing the dependency.
- Supporting the organization in meeting its business and legal requirements.
- Ensuring better implementation of Schemes by the Government.
- Using less paper to save trees and implement green practices (Go Green).

#### 4. General Information

Tripura Legislative Assembly is looking for System Integrator (SI) for development and implementation of **“Paper Less Tripura Legislative Assembly”** project in Tripura Legislative Assembly as per the scope of work mention in the EoI.

Bidders are advised to study all commercial aspects, instructions, forms, terms and specifications carefully in the EoI document. Failure to furnish all information required in the EoI document or submission of a EoI not substantially responsive to the EoI document in every respect will be at the bidder’s risk and may result in the rejection of the EoI.

The Financial Details should indicate specifically price including all taxes as applicable. No additional information will be entertained after due date. The Tripura Legislative Assembly may reject EoI if they do not carry such information separately and specifically quantitatively.

#### **Eligible SI has to submit their response for all the items.**

Tripura Legislative Assembly reserves the right to reject any or all EoI without assigning any reason whatsoever. The EoI will be opened on the date and the time indicated in the presence of interested SIs. If the date of opening is declared to be a holiday, the EoI will be opened on the next working day.

- A) SI who has downloaded the EoI from the website [www.tripuraassembly.nic.in](http://www.tripuraassembly.nic.in) shall not tamper/modify the EoI form including Financial Detail template in any manner. In case if the same is found to be tempered/ modified in any manner, EoI will be completely rejected and SI is liable to be banned from doing business with Tripura Legislative Assembly.
- B) Intending SIs are advised to visit again website [www.tripuraassembly.nic.in](http://www.tripuraassembly.nic.in) at least 3 days prior to closing date of submission of EoI for any corrigendum / addendum/ amendment.
- C) The Hard Copy of original instruments in respect of cost of EoI document, original copy of affidavits, etc. certificate must be delivered to the address as mentioned in address of EoI Issuer details on or before bid opening date/time as mentioned in critical date sheet.
- D) The Pre-Qualification criteria for the SIs should be fulfilled for consideration of the bid.
- E) The EoI Document is confidential and not transferable.

#### 5. Critical Information

Name of the Purchaser	Secretary, Tripura Legislative Assembly Tripura Vidhan Sabha Secretariat/Tripura Legislative Assembly, Government of Tripura, Capital Complex, Agartala, Tripura <b>Website:</b> <a href="http://www.tripuraassembly.nic.in">www.tripuraassembly.nic.in</a> <b>Email:</b> <a href="mailto:vidhansabha_tripura@rediffmail.com">vidhansabha_tripura@rediffmail.com</a> Contact No: 0381-241-24446 Fax: 0381-241-4095
Method of selection	Pre-Qualification of eligible SIs followed by Quality and Cost Based Selection [QCBS]
Name of the assignment	Implementation and support of Paper Less Tripura Legislative Assembly Project for Tripura Legislative Assembly for a period of three years.
Contact Person for clarification on EoI	<b>Name of the Contact Person for any clarification:</b> Shri Suprakash Jamatia, Jt. Director, Directorate of Information Technology (DIT), <b>Queries should be submitted via E-mail or in hardcopy.</b> E-mail – <a href="mailto:suprakash.jamatia@nic.in">suprakash.jamatia@nic.in</a> <b>OR</b>

	Shri Manisankar Bhowmik, Consultant, SeMT, Directorate of Information Technology. E-mail <a href="mailto:manisankar@semt.gov.in">manisankar@semt.gov.in</a>
Bid Document Fee	There are no fees for EoI document. EoI can be downloaded from the website mentioned in the EoI.

## 6. Schedule of EoI

Published Date	17-01-2018
Submission of Clarification if any	22-01-2018 up to 3.00 PM
Clarification / corrigendum to be uploaded on the website if necessary	24-01-2018
EoI Submission End Date	31-01-2018 up to 3.00 PM
EoI Opening Date	31-01-2018 at 3.30 PM
Financial Bid Details Opening Date	5-02-2018 at 11.30 AM
Work Completion Schedule	One Year starting from issuance of work/ supply worder/ LoI.

## 7. Check lists

As a part of submission of the EoI please check whether following have been enclosed in the respective packets, namely, Packet - 1 (**Pre-Qualification Document and Technical Document**), and Packet -2 (**Commercial Information**).

### i. Check List for Pre-Qualification Documents (Packet-1).

Sr No	Pre-qualification Criteria	Documents to be attached
1	The Company should be registered under the Companies Act, 1956 or 2013. Company should be operating in India for at least 5 years in IT/ITes services	Certificate of incorporation should be attached. (In Case of consortium, lead partner should have minimum 5 years of existence and should submit Certificate of incorporation)
2	The Company should have an average turnover of Rs. 100 crores for the last three financial years. (2016-17, 2015-16 & 2014-15) similar IT Software and services from bidder's operation only.	Copy of the audited profit and loss account of the company showing turnover net worth of the company for last three years. Or Certificate from statutory auditor. In case of consortium, cumulative turnover of consortium will be considered and all partner should submit audited balance sheet.
3	The Company should have more than 100 IT/ITES personnel on its payroll as on bid submission date in India.	Certificate from HR. In case of consortium, cumulative employee count of consortium will be considered.
4	The Bidder should submit valid GST registration certificates.	Submit documentary proof.
5	Software solution should be based on open standards and Interoperable	Letter of Undertaking. Documentary evidence to be provided on at least three platforms.
6	The Bidder should not be blacklisted by any State Government as well as Govt. of India.	Self-declaration should be submitted signed by either HR Manager or company secretary. (Applicable for all the partner in case of consortium)

**ii. Check List of Technical Documents (Packet-1)**

**The interested Bidder should submit Technical proposal which will indicate the below mentioned points:**

- a) Capability assessment – Mention core technical competencies and skill sets relevant to this project for implementing and supporting Paper Less Tripura Legislative Assembly solution.
- b) Quality assessment – Give details about quality processes and procedures being followed and certifications obtained by the company to maintain the quality standards.
- c) Technical solution – Technical details of the proposed solution such as:
  - System study and design
  - Technology to be used
  - Methodology for designing, building, implementing, operating, maintaining and supporting the Paper Less Tripura Legislative Assembly project
  - Technical Specifications of proposed Hardware / Software like Kiosk, Server, Firewall, Switch, Router etc.
  - Basis for System Operational and what is the redundancy plan
- d) Approach paper for this project, detailing with:
  - i. Proposed work plan.
  - ii. Proposed time frame for execution of complete project.
  - iii. Timelines for specific deliverables.
  - iv. Details of the proposed manpower.
  - v. Roles and Responsibilities of each consortium partner, if any.
  - vi. Expectations from Tripura Legislative Assembly

**iii. Check List of the Financial details (Packet-2)**

Sl No	Description	Whether Enclosed (Y/N)
FIN-1	Financial Proposal Submission Form	
FIN-2	Financial Details Submission Form	

**Important Note:**

**Work Order/ Supply Order may be issued subject to approval of the MMP project and availability of fund. There will be NO BINDING to issue any work order based on the EoI.**

## **SECTION II – Instructions to SIs**

### **1. Bid Prices**

- i. Prices quoted must be firm and final and shall not be subject to any upward modifications, on any account whatsoever throughout the currency of contract. The Bidder shall, therefore, indicate the prices in Financial Proposal of Fin1 and Fin2 enclosed with the EoI. The Bid Prices shall be indicated in Indian Rupees (INR) only.
- ii. The Commercial details should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out.
- iii. Discount: The Bidders are advised not to indicate any separate discount. Unconditional Discounts, if any, should be merged with the quoted prices. Discount of such type, indicated separately, will not be taken into account for evaluation purpose. However, in the event of such an offer, without considering discount, is found to be the lowest, the Tripura Legislative Assembly shall avail such discount at the time of award of contract.
- iv. Period of Validity of Bids: Bids shall remain valid for 180 days after the last date of submission of bids prescribed by the Tripura Legislative Assembly. A bid valid for a shorter period may be rejected by the Tripura Legislative Assembly as non-responsive.
- v. In exceptional circumstances, the Tripura Legislative Assembly may ask the Bidder to extend the validity of the Bid. The validity of bid security provided shall also be suitably extended. However, A Bidder will not be permitted to modify its bid.
- vi. Format & Signing of EoI: EoI bid must contain the name, office and office addresses including telephone number(s) of the person(s) who are authorized to submit the bid with their signatures. A certificate from bidder's HR/ legal department must be enclosed with the bid certifying that the person(s) who signed the bid is an authorized person on behalf of company.
- vii. Un-signed, un-stamped and without certificate for authorized person from bidder's HR / legal department bid shall not be accepted.
- viii. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the bid.
- ix. All pages of the bid being submitted must be legible, signed and sequentially numbered by the bidder irrespective of the nature of content of the documents before uploading. Ambiguous bids will be out rightly rejected.
- x. Address for Correspondence: The Bidder shall designate the official mailing address, place, and email to which all correspondence shall be sent by the Tripura Legislative Assembly.

### **2. Opening of EoI by Tripura Legislative Assembly**

- i. EoI (complete in all respect) will be opened as mentioned in the Critical Information Section of the EoI.
- ii. A duly constituted committee will evaluate Eligibility Criteria of bidders.
- iii. EoI of only eligible and pre-bid qualified bidders will be taken up for further evaluation.
- iv. The EoI's names, modifications, bid withdrawals and the presence and such other details as the Tripura Legislative Assembly, at its discretion, may consider appropriate will be announced at the bid opening.

### **3. Evaluation of EoI**

- i. Phase I: Evaluation of Pre-Qualification Bids: The Evaluation Committee (EC) shall first evaluate the Pre-Qualification Proposal as per the Pre-Qualification Criteria detailed in the EoI. The Pre-Qualification proposal shall be evaluated based on the information provided with the supporting documents. The Technical proposals of only those bidders



will be evaluated, who qualify in the evaluation of the pre-qualification proposals. Evaluation Committee while evaluating the Technical Proposals will have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.

- ii. Phase II: Evaluation of Technical Bids: The EC shall evaluate the Technical Proposals on the basis of their responsiveness to the Statement of Work and by applying the evaluation criteria, sub-criteria specified in the EoI. Only pre-qualified responsive proposals shall be further taken up for evaluation. Evaluation of the technical proposal will be done and at this stage the financial bid (proposal) will remain unopened. Bidders, if asked for, shall make presentation to Evaluation Committee. The qualification of the Bidder and the evaluation criteria for the technical proposal shall be as defined below. Each responsive proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the EOI, & particularly the Statement of Work or if it fails to achieve the minimum technical score (Score of 60 out of 100) mentioned below. Criteria, sub-criteria, and point system for the Detailed Evaluation of Technical Proposals are:

SL	Criteria	Documents Required	Point System
A	The bidder must have on its roll at least 100 technically qualified IT/ITES professionals as on 31.03.2017. (In case of consortium, cumulative employee strength will be counted)	Certificate from bidders HR Department/ company secretary for number of employee employed by the company.	Maximum Marks= 10, 100-150 resources =7 marks, For >150 resources=10 marks
B	Paper Less Legislative Assembly Or e-Parliament Project Implementation Experience	Work Order/ Work Completion Certificated	Yes = 10 Marks, No = 0 Marks
C	Annual Turnover – Bidder's average annual turnover for the period FY 2014- 2015, 2015-16 and 2016-2017. Audited Financial Statements/ Auditor's certificate to be submitted. (For consortium, total of all partner will be counted)	Audited Balance Sheet / Consolidated Balance sheet signed by auditor	Maximum 10 Marks Average Turn Over 100 to 200 Cr= 7 Marks, Average Turn Over 200 to 300 Cr= 8 Marks, Average Turn Over above 300 Cr= 10 Marks.
D	Readiness of the Paper Less Legislative Assembly Solution for deployment	Demo of the Software should be provided at Tripura Legislative Assembly if required.	Maximum Marks = 20, 40% Customization required= 14 Marks, 35% Customization required= 16 Marks, 30% Customization required= 18 Marks, 25% Customization required= 20 Marks
E	CMMI Level (In case of consortium, Prime Bidder should submit the certificate)	CMMI Certificate should be submitted	Maximum 5 Marks Level 3 = 3 Marks Level 5 = 5 Marks

F	ISO Certification of Bidder (In case of consortium, Prime Bidder should submit the certificate)	ISO Certificate should be submitted	Maximum 5 Marks ISO 9001 = 2.5 Marks ISO 27001= 2.5 Marks
G	Implementation Methodology and Project Management		Maximum 10 Marks Implementation Methodology= 5 Marks, Project Management= 5 Marks
H	Documents detailing Understanding of the project and proposed solution		Maximum Marks= 10
I	Presentation by the Bidder		Maximum Marks= 20

iii. Phase III: Evaluation of Financial Details: Financial proposals of only those companies who are technically qualified shall be opened publicly on the date & time specified in the Critical Dates section or the date and time communicated by the Tripura Legislative Assembly. The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the former will prevail. In addition to the above corrections, the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In the QCBS method of selection of Bidder, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated below. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal ; )  $S = St \times T + Sf \times P$ . The company achieving the highest combined technical and financial score will be declared L1.

The formula for determining the financial scores is the following:  $Sf = 100 \times Fm / F$ , in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration. The weights given to the Technical and Financial Proposals are: **T = 60%; and P = 40%.**

#### 4. Notification of Award

- i. Prior to the expiration of the period of bid validity, the Tripura Legislative Assembly will notify the successful Bidder in writing by registered letter or email that its bid has been accepted.
- ii. The notification of award will constitute the formation of the Contract.
- iii. Tripura Legislative Assembly upon signing the contract with successful SI, Tripura Legislative Assembly will promptly notify each unsuccessful SI.
- iv. Signing of Contract: At the same time as the Tripura Legislative Assembly notifies the successful Bidder that its bid has been accepted, the Tripura Legislative Assembly will send the selected SI the Contract Form (Provided in the EOI Document, incorporating all agreements between the parties). Within 15 days of receipt of the Contract Form, the successful SI shall sign and date the Contract and return it to the Tripura Legislative Assembly.
- v. Language of EoI: The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and Tripura Legislative Assembly, shall be written in the English language, provided that any printed literature

furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

### **5. Performance Security**

Within 15 days of the receipt of notification of award from the Tripura Legislative Assembly, the successful SI shall furnish the performance security in accordance with the Conditions of Contract, in the Contract Performance Guarantee Bond prescribed at the EOI Document. **Bank Guarantee of 5% of total work order value should be deposited at any commercial bank as Bank Guarantee.** Failure of the successful Bidder to comply with the requirement shall constitute sufficient grounds for the annulment of the award and Tripura Legislative Assembly may award the Contract to the next lowest evaluated Bidder or call for new bids.

### **6. Contacting the Tripura Legislative Assembly**

- i. No Bidder shall contact the Tripura Legislative Assembly on any matter relating to its Bid, from the time of the Eol opening to the time the Contract is awarded.
- ii. Any effort by a bidder to influence the Tripura Legislative Assembly EOI evaluation, Eol comparison or Contract award decisions may result in the rejection of the Bidder's Bid.

### **7. Amendment to the Eol**

- i. At any time prior to the last time and date for receipt of bids, Tripura Legislative Assembly, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by an amendment.
- ii. The amendment will be notified by Tripura Legislative Assembly and which will be binding on all bidders.
- iii. In order to provide prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Tripura Legislative Assembly may, at its discretion, extend the last date for the receipt of Bids.
- iv. Unfair Advantage: If a Bidder could derive a competitive advantage from having provided services related to the assignment in question, the Purchaser shall make available to all other Bidders together with this EOI all information that would in that respect give such Bidder any competitive advantage over competing Bidders.
- v. Fraud and Corruption: It is required that Bidders participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract.
- vi. "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution;
- vii. "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
- viii. "collusive practices" means a scheme or arrangement between two or more Bidders with or without the knowledge of the Purchaser, designed to establish prices at artificial, non-competitive levels;
- ix. "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;
- x. **EC** will reject a proposal for award, if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question,

## SECTION III – General Conditions of Contract

### 1. General Provisions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- **“Applicable Law”** means the laws and any other instruments having the force of law in the Government’s country, as they may be issued and in force from time to time.
  - **“Bidder”** means any private or public entity that will provide the Services to the Purchaser under the Contract.
  - **“Contract”** means the Contract signed by the Parties and all the attached documents i.e. the Sections like General Conditions Section (GC), Statement of Works Section, the Appendices and the Annexure.
  - **“Contract Price”** means the price to be paid for the performance of the Services, in accordance with Scope of work.
  - **“Effective Date”** means the date on which this Contract comes into force and effect pursuant to sign of agreement.
  - **“Foreign Currency”** means any currency other than the currency of the Purchaser’s country.
  - **“GC”** means these General Conditions of Contract.
  - **“Government”** means the Government of the Purchaser’s country.
  - **“Local Currency”** means the currency of the Purchasers country.
  - **“Bidder”** means the Bidder company bidding for this project.
  - **“Member”** means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.
  - **“Party”** means the Purchaser or the Bidder, as the case may be, and “Parties” means both of them.
  - **“Personnel”** means persons hired by the Bidder or by any Sub-Bidders and assigned to the performance of the Services or any part thereof.
  - **“Services”** means the work to be performed by the Bidder pursuant to this Contract.
  - **“Sub-Bidders”** means any person or entity to whom/which the Bidder subcontracts any part of the Services.
  - **“In writing”** means communicated in written form with proof of receipt.
  - **“IT Systems”** means all application software, middleware, system software, database, servers, networking, security, storage, etc.
- i. Taxes and Duties: The Bidder, Sub-Bidders, and their Personnel shall pay such indirect taxes, duties, fees, and other impositions levied under the Applicable Laws of India. The Vendor shall be entirely responsible for all taxes, duties, octroi, license fees, and demurrage charges etc., incurred of the contracted Services to the Purchaser. If there is any reduction or increase in duties and taxes due to any reason whatsoever, after Notification of Award, the same shall be passed on to the Purchaser/Vendor.
- ii. Price Fall: Prices shall remain firm and shall not be subject to any upward revision on any account whatsoever throughout the currency of contract.
- iii. No Claim Certificate: The Bidder shall not be entitled to make any claim whatsoever against the Purchaser under or by virtue of or arising out of this contract, nor shall the Purchaser entertain or consider any such claim, if made by the Bidder after he shall have signed a "No claim" certificate in favour of the Purchaser in such forms as shall be required by the Purchaser after the works are finally accepted.

- iv. Conflict of Interest: The Bidder shall disclose to the Purchaser in writing, all actual and potential conflicts of interest that exist, arise or may arise (either for the Bidder or the Bidder's Team) in the course of performing the Services as soon as practical after it becomes aware of that conflict.

## **2. Commencement, completion, modification and termination of contract**

- i. Effectiveness of Contract: This Contract shall come into effect on the date the Contract is signed by both Parties. The date the Contract comes into effect is defined as the Effective Date.
- ii. Termination of Contract for Failure to Become Effective: If this Contract does not become effective within such time period as defined in the EOI, Tripura Legislative Assembly vide written notice to the other Party, may declare this offer to sign the Contract to be null and void, in such case Tripura Legislative Assembly may invite the next ranked bidder or publish new EOI.
- iii. Commencement of Services: The Bidder shall begin carrying out the Services by 61st day from the signing of the contract between the Tripura Legislative Assembly and the Bidder which would be considered as start of commencement of services.

## **3. Force Majeure**

- i. Definition: For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.  
Force Majeure shall not include any event which is caused by the negligence or intentional action of a Party or by or of such Party's Sub-Bidders or agents or employees, nor any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.
- ii. No Breach of Contract: The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event: has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and has informed the other Party as soon as possible about the occurrence of such an event.
- iii. Measures to be Taken: A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder, upon instructions by the “Purchaser”, shall either: Demobilize,; or Continue with the Services to the extent possible, in which case the Bidder shall continue to be paid proportionately and on pro-rata basis, under the terms of this Contract.

- iv. Suspension: The “Purchaser” may, by written notice of suspension to the Bidder, suspend all s to the Bidder hereunder if the Bidder fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension shall specify the nature of the failure, and shall allow the Bidder to remedy such failure, if capable of being remedied, within a period not exceeding thirty (30) days after receipt by the Bidder of such notice of suspension.

#### **4. Termination**

- i. By the Purchaser: The Purchaser may terminate this Contract in case of the occurrence of any of the events specified in the EoI. In such an occurrence the Purchaser shall give a not less than thirty (30) days written notice of termination to the Bidder, and sixty (60) days in the case of any such event. If the Bidder does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Purchaser may have subsequently approved in writing. If the Bidder becomes (or, if the Bidder consists of more than one entity, if any of its Members becomes and which has substantial bearing on providing Services under this contract) insolvent or go into liquidation or receivership whether compulsory or voluntary. If the Bidder, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. If, as the result of Force Majeure, the Bidder are unable to perform Services for a period of not less than sixty (60) days. The Purchaser may by written notice sent to the Bidder, terminate the Contract, in whole or in part at any time of its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective.
- ii. Cessation of Rights and Obligations: Upon termination of this Contract or upon expiration of this Contract all rights and obligations of the Parties hereunder shall cease, except such rights and obligations as may have accrued on the date of termination or expiration, the obligation of confidentiality, the Bidder’s obligation to permit inspection, copying and auditing of their accounts and records and any right which a Party may have under the Law.

#### **5. Obligations to the Bidder**

##### **i. General**

- a. Standard of Performance: The Bidder shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Bidder shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Purchaser, and shall at all times support and safeguard the Purchasers legitimate interests in any dealings with Sub-Bidders or third Parties.

Bidder should follow and follow and perform services as specified in Scope of work section.

- b. Bidders Not to Benefit from Commissions, Discounts, etc.: The payment of the Bidder pursuant shall constitute the Bidder's only payment in connection with this Contract or the Services, and the Bidder shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the services or in the discharge of their obligations under the Contract, and the Bidder shall use their best efforts to ensure that the Personnel, any Sub-Bidders, and agents of either of them similarly shall not receive any such additional payment. Furthermore, if the Bidder, as part of the Services, has the responsibility of advising the "Purchaser" on the procurement of goods, works or services, the Bidder shall comply with the Purchaser's applicable procurement guidelines, and shall at all times exercise such responsibility in the best interest of the "Purchaser". Any discounts or commissions obtained by the Bidder in the exercise of such procurement responsibility shall be for the account of the "Purchaser". Prohibition of conflicting activities: The Bidder shall not engage, and shall cause their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.

## **ii. Bidder's Personnel**

- a. General: The Bidder shall employ and provide qualified and experienced Personnel as are required to carry out the Services as detailed in the Scope of Work.
- b. Removal and/or Replacement of Personnel: Except as the Purchaser may otherwise agree, no changes/ replacement shall be made in the Personnel. If, for any reason beyond the reasonable control of the Bidder, such as separation from the Bidding firm, retirement, death, medical incapacity, among others, where it becomes necessary to replace any of the Key Personnel, the Bidder shall provide a replacement of the resource of equivalent or better qualifications.

If the Purchaser finds that any of the Personnel have committed serious misconduct or have been charged with having committed a criminal action, or Have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Bidder shall, at the Purchaser's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Purchaser. The Bidder shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and the remuneration to be paid for any of the Personnel provided as a replacement shall not exceed the remuneration which would have been payable to the Personnel replaced. In the event of any request from the Purchaser to replace a resource on reasonable ground of non-performance or otherwise, the successful Bidder would be required to deploy a replacement of the resource within 30 days from receipt of written/email request from Tripura Legislative Assembly. Bidder shall also ensure that in case of replacement of any Personnel, knowledge transfer and its documentation is undertaken. There shall be a 15 days overlapping period for such knowledge transfer activity.

## **6. Obligations to the Purchaser**

Change in the Applicable Law Related to Taxes and Duties: If, after the date of this Contract, there is any change in the Applicable Laws of India with respect to taxes and duties, which are directly payable by the Bidder for providing the services i.e. service tax or any such applicable tax from time to time, which increases or decreases the cost incurred by the Bidder in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Bidder under

this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in financial details.

## 7. Payments to the Bidder:

i. Payment Schedule:

a. Capex:

Sl	Payment Milestone	Payment to be done
1	Mobilization advance <b>may be</b> released	Maximum 25% of total Work Order Value
2	Bill should be raised as and when line item mentioned in Financial Details achieved	100% for the line item achieved

b. Opex:

Sl	Particulars	Payment to be done	Payment Schedule
1	OPEX cost mentioned in the Financial Bid	Bill should be raised quarterly basis on OPEX as per Financial Details	Quarterly

## 8. Good Faith

- i. Good Faith: The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.
- ii. Operation of Contract: The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the life of the Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with terms & conditions laid in the EoI.

## 9. Settlement of Disputes

- i. Amicable Settlement: Performance of the contract is governed by the terms & conditions of the contract, in case of dispute arises between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, the matter should be referred to an independent Arbitrary panel.
- ii. Arbitration: If during the subsistence of this Contract or thereafter, any dispute between the Parties hereto arising out of or in connection with the validity, interpretation, implementation, material breach or any alleged material breach of any provision of this Contract or regarding any question, including as to whether the termination of this Contract by one Party hereto has been legitimate, the Parties hereto shall endeavour to settle such dispute amicably and/or by Conciliation to be governed by the Arbitration and Conciliation Act, 1996 or as may be agreed to between the Parties. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts; which attempt shall continue for not less than thirty (30) days, gives



thirty (30) days' notice to refer the dispute to arbitration to the other Party in writing.

The Arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996. The Arbitration proceedings shall be held in Agartala, Tripura, India.

The Arbitration proceeding shall be governed by the substantive laws of India.

The proceedings of Arbitration shall be in English language.

Except as otherwise provided elsewhere in the contract if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, at any time in connection with construction, meaning, operation, effect, interpretation or out of the contract or breach thereof the same shall be decided by an Arbitral Tribunal consisting of three Arbitrators. Each party shall appoint one Arbitrator and the Arbitrators so appointed shall appoint the third Arbitrator who will act as Presiding Arbitrator.

In case, a party fails to appoint an arbitrator within 30 days from the receipt of the request to do so by the other party or the two Arbitrators so appointed fail to agree on the appointment of third Arbitrator within 30 days from the date of their appointment upon request of a party, the Chief Justice of India or any person or institution designated by him (in case of International Commercial Arbitration) shall appoint the Arbitrators/Presiding Arbitrator. In case of domestic contracts, the Chief Justice of the High Court or any person or institution designated by him within whose jurisdiction the subject purchase order/contract has been placed / made, shall appoint the arbitrator/Presiding Arbitrator upon request of one of the parties.

If any of the Arbitrators so appointed dies, resigns, incapacitated or withdraws for any reason from the proceedings, it shall be lawful for the concerned party/ arbitrator to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor had left if both parties consent for the same otherwise, he shall proceed de novo.

It is a Scope of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of invocation of arbitration and not thereafter.

It is also a Scope of the contract that neither party to the contract shall be entitled for any interest on the amount of the award.

The Arbitral Tribunal shall give reasoned award and the same shall be final, conclusive and binding on the parties.

The fees of the arbitrator shall be borne by the parties nominating them and the fee of the Presiding Arbitrator, costs and other expenses incidental to the arbitration proceedings shall be borne equally by the parties.

Subject to as aforesaid the provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment in lieu thereof shall apply to the arbitration proceedings under this clause.

Continuance of the Contract: Notwithstanding the fact that settlement of dispute(s) (if any) under arbitration may be pending, the parties hereto shall continue to be governed by and perform the work in accordance with the provisions under this Contract.

## **10. Miscellaneous Provisions**

- i. Nothing contained in this Contract shall be construed as establishing or creating between the Parties, a relationship of master and servant or principal and agent.
- ii. The Bidder shall notify the Purchaser of any material change in their status, in particular, where such change would impact on performance of obligations under this Contract.

- iii. The Bidder shall at all times indemnify and keep indemnified the Purchaser against all claims/damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services under the Project.
- iv. The Bidder shall at all times indemnify and keep indemnified the Purchaser against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (Bidder's) employees or agents or by any other third Party resulting from or by any action, omission or operation conducted by or on behalf of the Bidder.
- v. The Bidder shall at all times indemnify and keep indemnified the Purchaser against any and all claims by Employees, Workman, Contractors, sub-contractors, suppliers, agent(s), employed engaged or otherwise working for the Contractor, in respect of wages, salaries, remuneration, compensation or the like.  
All claims regarding indemnity shall survive the termination or expiry of the Contract.

**SECTION IV – Annexure – EoI Submission Form**

**1. Technical Proposal Submission Form**

To:

The Secretary,

Tripura Legislative Assembly

Government of Tripura, Capital Complex, Agartala, Tripura

**Website:** [www.tripuraassembly.nic.in](http://www.tripuraassembly.nic.in)

**Email:** [vidhansabha\\_tripura@rediffmail.com](mailto:vidhansabha_tripura@rediffmail.com)

Contact No: 0381-241-24446

Fax: 0381-241-4095

Dear Sir,

We, the undersigned, offer to provide Implementation of “Paper Less Tripura Legislative Assembly” project, for Tripura Legislative Assembly in accordance with your EoI dated \_\_\_\_\_, and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal as per packets mentioned in the EoI.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to implement the “Paper Less Tripura Legislative Assembly” project at Tripura Legislative Assembly related to the assignment not later than the date timeline mentioned in the EoI.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

## **2. Financial Proposal Submission Form**

*[Location, Date]*

To:

The Secretary,

Tripura Legislative Assembly

Government of Tripura, Capital Complex, Agartala, Tripura

**Website:** [www.tripuraassembly.nic.in](http://www.tripuraassembly.nic.in)

**Email:** [vidhansabha\\_tripura@rediffmail.com](mailto:vidhansabha_tripura@rediffmail.com)

Contact No: 0381-241-24446

Fax: 0381-241-4095

Dear Sir:

We, the undersigned, offer to Implement “Paper Less Tripura Legislative Assembly” project at Tripura Legislative Assembly in accordance with your EoI dated \_\_\_\_\_, and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures\*]. The amount is inclusive of taxes, freight charges etc.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act, 1988”.

We understand you are not bound to accept any Proposal you receive. Yours sincerely,

Authorized Signature *[In full and initials]:*

Name and Title of Signatory:

Name of Company:

Address:

**3. Financial Details Submission Form**

**# The proposed Financial proposal must not be either less than 25% of the projected cost or more than 25% higher than the cost estimated by Tripura Legislative Assembly. Financial proposal with either too low or too high by more than 25% will be rejected.**

**# Equipment Made, Model & Specification should be approved by Tripura Legislative Assembly before supply and installation done.**

**A. Cost: CAPEX**

<b>I. CAPEX: ICT Infrastructure Delivery Cost</b>		
<b>S.N.</b>	<b>Description of Item</b>	<b>Cost in Lakhs</b>
<b>A. Hardware Procurement Cost</b>		
1	Procurement of Servers & Storage Units	
2	Procurement of Networking Equipment	
3	Procurement of Laptops/Desktops/Printers/Scanners/Projectors	
4	Procurement of Audio Video Equipment	
5	Computer Hardware for technical manpower for Risk/Change Management & Capacity Building	
6	Hardware for Police Verification of Entry Passes, Media Room and Switching	
7	Display Panels for Assembly House and Important Sites	
8	IT Training Centre at premise of Vidhan Sabha	
9	Constituency Facilitation Centre (Citizen-Centric) at the premise of Vidhan Sabha	
10	Video Conferencing System at Vidhan Sabha and Governor Secretariat	
11	Hi-Tech Committee Rooms	
12	Purchase and Installation of UPS	
<b>B. Software Cost</b>		
1	Development, Customization, Implementation & Localisation of Application Software	
2	System/Standard Software for National/Local Data Centres and Words/Image Processing	
<b>C. Other Activities Cost like Civil Works, Electrical Wiring/Cabling</b>		
1	Site Preparation of Local Data Centre, IT Professionals Zone, IT Training Centre and Constituency Facilitation Centre at premise of Vidhan Sabha	
2	Hydraulic/Electronic Tables/DU for-Hon'ble Members while speaking in standing position in the Assembly House	
3	Electrical Wiring, LAN Cabling and Switches	
<b>D. Digitization of old manual Record</b>		
1	Digitization of old manual Record (debates, bills, replies, committee reports of last 50 years)	

**B. Cost: OPEX for 3 years for Smooth Functioning of Paper Less Tripura Legislative Assembly**

<b>OPEX: Recurring Cost</b>					
<b>Sl</b>	<b>Particulars</b>	<b>Year-1</b>	<b>Year-2</b>	<b>Year-3</b>	<b>Total</b>
1	Operations Support, Risk/Change Management & Capacity Building Cost				
2	Hosting of Tripura Legislative Assembly Websites				

**SECTION V – Scope of Work**

The following table lists the scope of work projected in this proposed.

- a. Procurement of the Hardware components and preparing the digital infrastructure to make the operations of the Assembly paperless.
- b. Re-engineering and computerization of the operations of the Assembly, including the activities of Hon'ble Members during the sessions.
- c. Development of the software for digitizing the existing paper-based documents of the Assembly procedures.
- d. Development of a public website which is accessible by the public.
- e. Development of a web portal to be used by various departments and Assembly Secretariat for controlling the data and work flow.
- f. Development of a mobile framework which can be used by the Hon'ble Members and public to electronically interact regarding the matters of constituency.
- g. Enable all the services with Geographical Information System
- h. Training of the stakeholders.
- i. LAN connectivity within the Assembly Area and provision of shifting entire IT infrastructure to the new Vidhan sabha building.  
Procurement and installation of required IT infrastructure

Targets	Proposed Solutions
Digital Assembly House	<p>Member PAD:</p> <ul style="list-style-type: none"> <li>• Login will be allowed for members with Aadhaar /password, biometric and QR code.</li> <li>• Automatic attendance registration</li> <li>• Interactive touch sensitive List of Business in e-Book format</li> <li>• eBook will contain Starred/Un-starred Questions</li> <li>• Facility to view specific questions related to self, party etc.</li> <li>• Facility to view old session's questions for comparing answers</li> <li>• Facility for e-voting on issues</li> <li>• Facility to view earlier rules and directions by Hon'ble speaker</li> <li>• Facility to send and receive hand-written notes between members.</li> </ul> <p>Minister PAD:</p> <ul style="list-style-type: none"> <li>• Facility to view supplementary replies from departments</li> <li>• Facility to view handwritten notes sent by secretaries</li> </ul> <p>Speaker PAD:</p> <ul style="list-style-type: none"> <li>• Facility to view daily business of House and control the proceedings.</li> <li>• Facility to view all the questions to be answered in the House</li> </ul> <p><b>Budget Documents Viewer:</b></p> <ul style="list-style-type: none"> <li>• Facility to search and retrieve all the budget related documents for the current year as well as for older years.</li> <li>• Facility to read retrieved documents</li> </ul> <p>Display Unit:</p> <ul style="list-style-type: none"> <li>• Facility to show the current business of the House in big display panes.</li> <li>• Facility to show the list of members participating in the current discussion.</li> <li>• Facility to show the results of e-Voting.</li> <li>• Facility to show the time-taken analysis of members participating in a discussion</li> </ul>

	<p>Member Registration:</p> <ul style="list-style-type: none"> <li>• Register each member with his/her Aadhaar id, password, biometric data to enable the use of Paper Less Tripura Legislative Assembly eBook features inside the House.</li> </ul>
Business controlling	<ul style="list-style-type: none"> <li>• Record the time of speeches by members and other events. This includes the starting time of speeches and total time taken by each member.</li> <li>• Event data segregation into member-wise, party-wise, subject-wise etc.</li> <li>• Facility to control e-voting</li> <li>• Controlling display unit to show the current ongoing event, all the members participated in the discussions, Timing of each member, party-wise charting of members in discussion and the results of e-Voting</li> <li>• e-Voting results are available party-wise, consolidated values for YES/NO/ABSTAIN.</li> <li>• Facility to submit and play videos for seeking special attention on urgent matters</li> </ul>
Assembly Reporters	<p>For Assembly Speaker:</p> <ul style="list-style-type: none"> <li>• Facility to view the LoB, Questions, Answers, Session Video and listen to Session audio.</li> <li>• Editor interface to make the data entry of verbatim for a day.</li> <li>• Facility to enter the verbatim text based on timeslots and based on time taken by individual members.</li> <li>• Facility to view previous day' / previous session's data.</li> <li>• Facility to view the exact timing taken by each member, thus facilitating data entry in specific slots.</li> </ul> <p>For Assembly Chief Reporters:</p> <ul style="list-style-type: none"> <li>• Verify all the other Reporters' data entry and make necessary updates.</li> <li>• Consolidate and prepare the final Day's proceedings</li> <li>• Export the Proceedings to Word and Pdf formats</li> </ul> <p><b>For Editor of Debates:</b></p> <ul style="list-style-type: none"> <li>• Editor interface to prepare the Brief of Proceeding for the day. =&gt;All data will be finally approved by Vidhan Sabha Secretary.</li> </ul>
List of Business Creation	<ul style="list-style-type: none"> <li>• All the Business fixed for a session day are consolidated and the List of Business is prepared automatically by the software.</li> <li>• Vidhan Sabha Secretariat can modify and update the LoB to suite the situations.</li> <li>• The LoB can be generated in various formats like eBook, Text, xml etc.</li> <li>• Prepared LoB is instantly available for all stakeholders with proper rights.</li> </ul>
Entry Pass Requests, Generation & Verification	<ul style="list-style-type: none"> <li>• Identity Cards Generation for Members</li> <li>• Identity Cards Generation for Employees of Vidhan Sabha</li> <li>• Approval of requests for Gate Passes and generation of the same during Sessions for Employees of various Govt. Departments</li> <li>• Approval of requests for Gate Passes and generation during Sessions for Press / Media Correspondents</li> <li>• Gate Passes for Public</li> </ul>

	<ul style="list-style-type: none"> <li>• Parking Passes System for Vehicles</li> <li>• Request for Employee Identity Cards for VS Sessions</li> <li>• Request for Reporters for Recording Proceedings</li> <li>• Verifies the entry passes by reading QR code or Pass Code</li> <li>• System shows all the details of the pass holder including photo, Aadhaar etc.</li> <li>• Provision to instantly allow or deny entry for the pass holder</li> <li>• Facility to see the detailed list of all the verified passes date-wise, session-wise etc.</li> <li>• Facility to plot various analytical graphs which shows the number of allowed, blocked and invalid passes</li> </ul>
<p>Budget Documents viewer</p>	<ul style="list-style-type: none"> <li>• All the Budget related digital documents are available in server in proper hierarchical structure.</li> <li>• Specialized application available for members to refer any budget document anywhere at any time.</li> <li>• Provision to release the Budget speech and other documents in a timed way, after the Minister starts the Budget speech.</li> <li>• Budget proposals are instantly available for members, media and other stakeholders.</li> <li>• Eliminates the printing of budget related documents en mass.</li> </ul>
<p>Questions Processing</p>	<p><b>For Vidhan Sabha Secretariat</b></p> <ul style="list-style-type: none"> <li>• Online/offline entry of questions by Member</li> <li>• Diary of Questions</li> <li>• Assigning questions for typing.</li> <li>• Typing &amp; proofreading of questions</li> <li>• Approval, Rejection &amp; Clubbing (bracketing) of questions at various levels of authority (Speaker, Secretary, Section officer).</li> <li>• Clubbing is possible before fixation and after fixation.</li> <li>• Fixing (posting) of questions for any particular date as per the Rotation of Ministers</li> <li>• Send questions to Departments for getting the replies</li> <li>• Postponing of Questions</li> <li>• Change the types of Questions (Starred / UnStarred)</li> </ul> <p><b>For Govt. Departments</b></p> <ul style="list-style-type: none"> <li>• Accept &amp; Add the replies to the questions</li> <li>• Send/change the question to another more appropriate Dept.</li> <li>• Send the replies to Ministers/Vidhan Sabha Secretariat</li> <li>• Update the replies till one hour before on the fixed date of the question</li> <li>• Attach supplementary replies to the ministers even after submitting the original answer.</li> </ul> <p><b>For Ministers &amp; Secretaries</b></p> <p>Possibility of preparing and communicating supplementary answers during the session</p> <ul style="list-style-type: none"> <li>* Secure documents using DSC</li> <li>* Separate logins and roles at different levels.</li> <li>* Removal of paper at every level</li> <li>* Ministers can view the relevant answers well in advance</li> </ul>
<p>Notices</p>	<p><b>For Vidhan Sabha Secretariat</b></p> <ul style="list-style-type: none"> <li>• Online/offline entry of Notices under various rules by Members</li> </ul>



	<ul style="list-style-type: none"> <li>• Diary of Notices</li> <li>• Approval, Rejection at various levels of authority (Speaker, Secretary, Section officer).</li> <li>• Fixing (posting) of Notices for any particular date</li> <li>• Send Notices to Departments for getting the replies</li> <li>• Change the type (Rules) of Notices</li> </ul> <p><b>For Govt. Departments</b></p> <ul style="list-style-type: none"> <li>• Accept &amp; Add the replies to the Notices</li> <li>• Send/change the Notices to another more appropriate Dept.</li> <li>• Send the replies to Ministers/Vidhan Sabha Secretariat</li> <li>• Update the replies till one hour before on the fixed date of the Notice</li> <li>• Attach supplementary replies to the ministers even after submitting the original answer.</li> </ul> <p><b>For Ministers &amp; Secretaries</b></p> <ul style="list-style-type: none"> <li>• Possibility of preparing and communicating supplementary answers during the session</li> <li>• Secure documents using DSC</li> <li>• Separate logins and roles at different levels</li> <li>• Removal of paper at every level</li> <li>• Ministers can view the relevant answers well in advance</li> </ul>
Members' Secure site	<ul style="list-style-type: none"> <li>• Online submission of questions</li> <li>• Online submission of notices under various rules</li> <li>• Creating &amp; updating own tour programmes</li> <li>• Creating &amp; updating customized gallery of images and video for the public.</li> <li>• Creating &amp; showing the achievements in the Constituency</li> <li>• Querying / updating of constituency related works/schemes progress, consumption of budgets, status of transfers etc.</li> <li>• Submission of all types of claims to VS Secretariat</li> <li>• Members can register themselves and update their profiles</li> </ul>
Ministers' Secure site	<ul style="list-style-type: none"> <li>• View online the replies for Questions/Notices prepared by Departments before laying in House</li> <li>• View online the Bills prepared by the departments before laying in House.</li> <li>• View online the annual reports prepared by the departments before laying in House</li> <li>• View supplementary replies for questions provided by departments</li> <li>• Generate session pass requests online for their personal staff</li> </ul>
Bills Management	<p><b>Government Departments</b></p> <ul style="list-style-type: none"> <li>• Uploading Bill - original and all modified versions until assented</li> <li>• Scrutiny of Suggestions &amp; Modification in Bill Document</li> </ul> <p><b>Vidhan Sabha Secretariat</b></p> <ul style="list-style-type: none"> <li>• Introducing Bill</li> <li>• Passing Bill</li> <li>• Assenting Bill</li> <li>• Seeking People Suggestions on Bills (People Participation)</li> <li>• Scrutiny of Suggestions</li> </ul>
Constituency	<b>For Hon'ble Members</b>

Management MIS	<ul style="list-style-type: none"> <li>• Updating Member Calendar (Tour Programme, meetings etc.)</li> <li>• Updating List of public representatives of the constituency</li> <li>• Sending bulk SMS to officers and public representatives of the</li> </ul> <p><b>For Constituency Officers</b></p> <ul style="list-style-type: none"> <li>• Submitting Priority List of Works under MLALAD Fund</li> <li>• Monitoring of various Works running in the Constituency</li> <li>• Monitoring and managing Public Grievances/Demands</li> <li>• Managing Requests of Employees</li> <li>• Video Conferencing with field offices in the constituency</li> </ul> <p><b>For Other Government Departments</b></p> <ul style="list-style-type: none"> <li>• Updating Current Status of Public Grievances</li> <li>• Updating Current Status of Public Demands</li> <li>• Updating Implementation Status of Employee Requests submitted through Members of Legislative Assembly</li> <li>• Updating Monthly Financial &amp; Physical Progress of various Projects/Works - new and on-going in the constituency</li> </ul>
Legislation MIS / House Proceedings MIS	<ul style="list-style-type: none"> <li>• Publishing Sessions</li> <li>• Publishing Provisional Calendar for the Session</li> <li>• Publishing Rotation of Ministers for the Session</li> <li>• Preparing &amp; Publishing of List of Business for the Session</li> <li>• Digital Audio Recording of House Proceedings and Auto Text</li> <li>• Digitisation of Verbatim Record of House Proceedings</li> <li>• Publishing House Proceedings</li> <li>• Publishing Brief of House Proceedings</li> <li>• Publishing of Budget</li> <li>• There will be no emails being sent in part of any process. All the data resides inside secure database and will be available only through Paper Less Legislative Assembly application</li> <li>• Distribution of List of Business eBook for Hon'ble Members, Hon'ble Ministers, Hon'ble Speaker and Vidhan Sabha Secretary.</li> </ul>
User Management	<p><b>For Super Administrator</b></p> <ul style="list-style-type: none"> <li>• Creation of various User types / Sub-types</li> <li>• Creation of functional modules / sub-modules</li> <li>• Approval of logins for all high-level users like Secretaries, Members etc.</li> <li>• Create Roles and allocate roles to users</li> </ul> <p><b>For Self-Services</b></p> <ul style="list-style-type: none"> <li>• Any Member / Officers can register themselves with Aadhaar and Mobile number making it easy for building the user base. Users can request for validation and approval by higher officials.</li> <li>• For each and individual tasks to be done by Field level officers, onetime user login with mobile number and onetime password will be generated by system itself.</li> <li>• Users will get SMS/eMail alerts at various levels of work</li> <li>• Specific dashboard for each user Role.</li> <li>• In addition to Aadhaar and password based validations, officials can authenticate their work by digital signature certificates.</li> </ul>
Library MIS	<ul style="list-style-type: none"> <li>• Handling of Receipt of books, Issuance of books and return of books</li> <li>• Auto submission of reminders using SMS/eMail integration</li> </ul>

	<ul style="list-style-type: none"> <li>• Debates and other House documents are automatically added to the Library repository.</li> <li>• Extensive search and retrieval of digital content</li> <li>• Cutting the digital copies of Papers is made possible</li> <li>• All the members of the library can view the articles without any email mechanism</li> <li>• All the budget related books are available for Members in various mobile applications.</li> </ul>
<p>Member Amenities MIS</p>	<ul style="list-style-type: none"> <li>• Complete amenities required by members related to Legislation process is taken care of through online transactions.</li> <li>• Member's Personnel Details are kept updated</li> <li>• Member's Aadhaar number and Mobile Number are used as the most accessible authentication logins</li> <li>• Special Salary MIS module dedicated to prepare the salary for Members ==&gt; Preparation of Salary ==&gt; Preparation of Pension</li> <li>• All the travel claims allowed for Member's shall be handled by the MAS module of Paper Less Legislative Assembly</li> <li>• Special module to handle the Loans of Members</li> <li>• Online processing of Re-Imbursement of Bills (Medical, Telephone, Electricity, House Rent etc)</li> <li>• Online Payments and instant notifications through SMS/eMail integration.</li> <li>• Facility for Income Tax Calculations based on the earnings of Members</li> <li>• Online Submission of Property Returns by Members</li> <li>• Online Submission of Personal Bills</li> <li>• All the accommodation related facility requirements of members are taken care of through MAS module.</li> <li>• When a new member is added to the system, automatically the process of allotting quarters will be started.</li> <li>• Various levels of approving and allocating the accommodation for Members</li> <li>• Versatile reports can be generated by end user with several groupings and sorting</li> </ul>
<p>Procurement &amp; Stores</p>	<ul style="list-style-type: none"> <li>• Complete data maintained related to the stores in Vidhan Sabha</li> <li>• All the transactions between Members and stores are tracked and recorded</li> <li>• Complete reports of utilization of materials by Members which can be published online.</li> </ul>
<p>Employee services &amp; Employee Claims / eOffice</p>	<ul style="list-style-type: none"> <li>• Employee Data Bank- complete information of employee right from joining to current working details along with the reqd personal information</li> <li>• Generation of Electronic Service record</li> <li>• Reports like unit-wise employees, Contact Reports, Employee wise Pay Scale Reports, Vacancy Report, Office Strength, etc.</li> <li>• Provision to capture details of loans &amp; Advances, LTC, court cases, Leave Register maintenance and Pension calculation for Gazetted &amp; Non-Gazetted Officers</li> </ul>

<ul style="list-style-type: none"><li>• Services for applying &amp; approving to Medical Reimbursement, Generation of Last Pay certificates to parent Department officials serving in Legislature</li><li>• Process for TA/DA Bills, Supplementary Bills, IT Returns files</li><li>• Reports like Employee wise Leave details, Service Register, LPC Issued Report, TA/DA Claimed Reports..etc</li><li>• Services for the allotment of vehicles to the officials</li><li>• Services to capture the maintenance details of the vehicles.</li><li>• Provided services for generation of bills like fuel consumption, repairs etc</li><li>• Capturing of employee leaves &amp; updating /approval of Leaves</li><li>• Integration with Biometric device to capture daily attendance of employees</li><li>• Reports like to monitor employee leaves &amp; attendance and automatic updating of leave register</li></ul>
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- **Information & Documents Archival Management modules**

All the functional modules are to be developed over a single platform with integrated workflow, document management, and reporting and digitization capabilities. Solution architecture should be flexible for feature modification and should be scalable to archive millions of images and tera bites of data securely.

- **Proposed Solution for Members & User Management System:**

The prime stake holders of a legislative assembly include the Hon'ble Members in the Assembly, various officials like Administrative Secretaries, supporting staff at Assembly Secretariat, and also the technical staff running the system. The members also have different privileges such as Speaker, Ministers etc. In the same way, the Assembly staff in different sections has different privileges.

In an efficient system, each stake holder should be allowed to use the system based on predetermined credentials, and all the activities of the users should be recorded for security reasons. What a person can do within the system will be determined based on the organizational hierarchy.

A comprehensive Member & User management system helps to create different user groups and roles. The individual users can be mapped to the desired groups. For the various roles, required access can be provided to the different functions available in the system. This ensures the security and availability of the system components. Each Member in the Assembly will be mapped to the corresponding constituency so that only the particular member will be able to handle the affairs of that constituency. Similarly, the Ministers will be connected to the secretaries of various departments too.

- The data and functions are available only for those with proper Roles and Credentials.
- Proper audit trails are prepared on the fly so that security auditing can be done any time.
- All activities are controlled based on the User profile; thus, even if the Member of a constituency changes during the tenure of the Assembly, the process will be able to continue.

- **Digitization of Assembly documents & Archival Management System:**

The legislative assembly has a large repository of assembly documents including proceedings, bills, bulletins, commission & committee reports from the beginning to

present. The physical preservation of these documents is not feasible when considering the cost, effort and the size. A Document management system is also required in a single platform to digitize and archive documents in PDF/A format for long term archival with indexing and full text search capabilities.

All types of assembly documents need to be revived by document digitization techniques and kept in a manageable format for future references.

The proposed solution is a system which meets the existing requirements and also addresses all the conceivable future needs as well. The major requirement would be the availability of a document management solution which facilitates advanced search and retrieval system for all types of assembly documents. Also, this requires the support for the various steps in digitization techniques including document preparation, scanning, meta data preparation and indexing. The archiving system can collect the data and produce them in multiple formats such as images, PDF, PDF/A documents etc. The proposed solution provides an easy way to access, search, view and retrieve digitized documents from the repository with an advanced multilingual support as well.

- Long term preservation - Since the digital preservation techniques used, it ensures the long-term preservation of documents based on various policies such as Retention policies, disposition policies, storage policies etc.
- Quick & comprehensive search & retrieval - The desired document of proceedings, bills, bulletins, committee reports etc. can be searched and retrieved quickly.
- Better environment - Digitization of documents causes paperless environment and reduced storage space also due to centralized storage.
- Advanced Search - The search can be done on each meta data items of all types of documents for retrieving only the desired set of results.
- Multilingual support - Search on archived documents can be done based on the metadata captured in multiple languages for the convenience of the user.

- **Proposed Solution for Video Archival System:**

A Digital Video Archive System (DVAS) differ very much from a regular digital archive system, in that it can manage multimedia resources, such as video and audio contents, as well as metadata textual documentation. Thus, a complete digital video archive system must combine various technologies of multimedia searching and presentation.

The core technologies used to digitize video/audio are the following:

- Video Format Transformation
- Video Shot Detection
- Video Abstract Extraction
- Key Frame Extraction
- Streaming Data
- Transformation
- Audio Data Extraction
- Voice Recognition
- Metadata Management

The DVAS transforms video data into different formats. For example, it can convert MPEG-2 audio files into MPEG-1, WAV, MP2, WMV, or RM format. In addition, if the frame size and bit rate are configurable, it can transform data to a multi-bit rate format. The program can support multi-stage transformation of multiple files into different formats simultaneously, which is very useful for tasks involving multi-staged transformation of a large number of files.

The DVAS also promote an environment for the easy retrieval of the vide footages. It integrates the mechanisms of data management and the technology of information

searching to manage and present video data. The structure of DVAS is divided into two sub-systems based on their functionalities:

The video metadata management system: This is for data entry and the management of metadata of digitized videos, including information about videotapes, continuous scenes, shots, and audio, visual and text content.

The video search system: In addition to supporting metadata searching, this sub-system integrates the functions of voice data searching. To support real-time online viewing of videotapes, reduce the need for high network bandwidth by users, and protect intellectual property rights (e.g., to prevent illegal copies), this system employs a streaming technique to play the video/audio content of videotapes.

- **Proposed Solution for Management of Information for Public**

Providing information to the public about the results of various legislature activities happening in Legislative Assembly has prime importance as it contributes to a better public awareness on the Legislation process. This includes the news, updates on daily sessions and access to the assembly documents.

Assembly related news, events and other information always need to be available to public through the public website of Assembly in a better way. It requires this to be more dynamic and interactive to facilitate the effective involvement of the public in the legislation activities. The concerned stake holders at Assembly should be able to update all the information regarding news, contacts, notices etc.

The proposed system enables the public to access the latest notices, news and events related to the Assembly in an easy and convenient way through the public website. The profiles, contact information, tour programs and personalized galleries of members are accessible to the public. Assembly documents and various speeches (governor's speech, speaker's speech etc.) also can be made available to the public. By participating in the suggestions on bills through online, the people get a platform to raise their views which improves the quality of legislative decisions. Public can also view the details of Members taking part in the discussions and bill presentations inside the Assembly.

- All public information at one place - The public website is a comprehensive source for all information and the public can get all the details from the single source.
- Designed for device independent access - The public users can access the dynamic public website from various types of devices including PCs, Tablets and mobiles.
- Easy content management - The concerned stake holders of Assembly can efficiently manage all the public information with the help of content management system to keep it up to date.
- Empowerment of public by providing vital information regarding the activities of Members inside the Assembly.

- **Constituency Management modules**

Each member of the Assembly represents a constituency and usually concerned about the news, events and other updates related to his/her constituency. Managing the constituency information and interacting with people in the constituency to deal with their grievances and demands have prime importance among the activities of a member.

Every member need to get the updated information and need to convey updates to the people regarding the information related to the constituency as part of the daily activities. A system required for the members to manage and update the constituency information including the news, events, details of various schemes and works etc. and to communicate with the people in the constituency.

The proposed constitution management system intended to help on this by providing necessary online features to meet all the functional requirements.

By using the same, the members can update their calendar (tour program, meetings etc.) for the public information and maintain the list of public representatives in the constituency. Communication to the representatives through the bulk e-mail and SMS enables the faster and efficient information sharing. The members will be provided with the facility to submit the priority works under various schemes and monitoring of various works running in the constituency. The public grievances, requests and demands can be received and also the status of the same can be monitored regularly.

- Faster & better public interaction - The members can communicate to the people in the constituency through the online system with access support to the functions on various types of devices. This helps on a faster & better communication.
- Better platform for the public for grievances, requests & demands - The inputs from public is instantly available to the member of the constituency with sufficient supporting data (text, images, videos etc.) and it helps for a better understanding and to be more responsive.
- Efficient monitoring of schemes & works - The field officers can do the online update on the status of the various schemes and works along with the proof which helps for an efficient monitoring.
- Tight integration of SMS and email facilities for easy communication.

- **Proposed Solution for Grants, Budgets and Expenditure Management**

It is really important to see how effective the Members are in examining the budgeted grants and execution of work in constituencies. Though specific information on this subject is hard to find, a IT tool can be devised to control the budget, work execution and manage the expenditure

An automated system is required to manage the availability of grants, proper budgeting for schemes and controlling the expenditure for various projects sanctioned in the constituencies. The solution should ensure the transparency in the utilization of funds and also should support the scrutiny over government finances by assembly.

A specific software module is proposed for monitoring the demand for grants for the various works, budget allocated and expenditure incurred by the departments. Using this software module, all departments will raise their demand for grants (work-wise) and update works-wise the financial/physical progress periodically in accordance with budget allocated.

- Better utilization statistics - Enables all the stake holders to know the better utilization statistics of the funds and grants
- Instant status update - The updates on various projects/works under different schemes can be made available to all the concerned through the online system.
- Better progress review - The financial and physical progress can be reviewed periodically as the field officers can directly input(possible to use the tablets and mobiles for the same) the details to the centralized system and thus it is readily available with the detailed information.
- Members can clearly differentiate the consumption of grants coming through different schemes.

- **Proposed Solution for Mobile based Management of Constituency Affairs**

Most of the Hon'ble Members suggest that the most important factor for them is to be constantly in touch with the people in their constituency and keep track of the various issues in the constituency. What hinders them from effectively doing this is the fact that the Members are in constant move which prevents them from establishing conventional contact with the concerned people.

It is required that the Members and Officials should have a mechanism which will enable them to be in touch with the various development activities going on in the constituencies

even when they are away from the place.

Proposed solution suggests a mobile application which will run in most of the smart phones and tablets. This module should be built using Enterprise mobility framework.

- Even if the application is working in areas without internet connectivity, the data will be stored locally and synced with the server on network reconnection.
- Application will run in background mode and provide necessary alerts in case any interesting developments happen related to the particular Member.

- **Legislation Management modules**

Assembly questions and notices are the most important instruments in the hands of members of legislative assembly to raise the matter of public importance in the house and seek their answers from the concerned minister. Most of the session day's deals with the questions and notices and answers to them. It is a tedious task where the members manually submit the questions & notices and the concerned section of the assembly processes, consolidates and sends it to the concerned departments for the replies. The departments send replies and they are scrutinized by the assembly secretariat for laying in the house.

Questions & notices processing system require meeting the objective of automating the workflow involved in question/notices processing. The parallel and adhoc movement of questions and notices between the Hon'ble members, speakers and the administrative departments for processing will require a BPM platform for rule based routing and user access management. This should help to simplify the processes and improve the speed & efficiency of communication between the assembly and departments.

The proposed solution automates the processes of questions and notices processing by providing the user interface for online submission of questions, processing & clubbing of questions by assembly, sending notices to department and viewing & consolidating the replies to lay in the house on fixed session dates.

- Faster collection & compilation of questions & notices - The members can do the submission online & it is instantly available to the assembly for further processing. Similarly, the notices sent by the assembly to the departments & the replies from the Departments etc. are also available to the concerned persons immediately.
- Saves paper - Since the questions and answers for each session day will be compiled in digital form, it doesn't require the whole set of question & answers to be printed and thus saves paper.
- Updates can be done at any time till the session start - This gives more time to departments to come up with desired responses to the questions and notices.

- **Proposed Solution for Bills Management System**

One of the important functions of the legislative body is introducing and processing the bills and assenting as an act. This starts from where the department prepares the draft of the bill and it goes through various approvals and amendments before passing and assenting. In a manual system, it is difficult to maintain and provide instant access to the various versions of a bill and to track the current status. Also it is difficult to reach a majority of the people in the state for their opinions for those bills which requires the suggestions from public.

The system requires automating all the processes in the workflow of bills. This should facilitate the departments to submit the draft of bills, maintain the various versions of bills, and maintain the related information such as suggestions from members and public. The system should be able to provide instant access to the status of all bills and alert the concerned stake holders.

The proposed system will enable the departments to upload the drafts of the bills. The concerned stake holders can access and approve the bills for introducing in the assembly.



When a bill is introduced, the original version and all the modified versions of the bill can be stored and maintained in the system. The current status (introduced/modified/passed/assented) and latest versions on each status can be obtained. The suggestions from public for any particular bill can be collected, consolidated and scrutinize through online as part of the bills processing.

- Better participation of public - Online facility for suggestions on bills ensures a better and efficient participation of public in the legislature.
- Saves paper - Since all versions of various bills are submitted and passed to stake holders online, it doesn't require to be printed and thus saves paper. Faster retrieval of desired versions of bill - Any version of a particular bill can be easily accessed with a simple search in the system.
- Better tracking and status information - All stages of all bills can be tracked and current status information can be obtained easily.

- **Proposed Solution for Committees Management System**

To make the parliamentary surveillance effective & more meaningful and to ensure the accountability of the executive to legislature, the legislative assembly has the committee system. At the commencement of first session and thereafter at the commencement of each financial year various committees are nominated by the Speaker.

From the constitution of committees and sub committees, different committees go through various activities including the issuing of notices to department, receive and scrutinize the replies from department, schedule the sitting of the committees, digitization of verbatim records of committee proceedings, preparation and maintaining the original report, action taken reports, further action taken reports and any other related documents and laying of reports in the assembly. Without an automated system to support and keep track of the processes, it is tedious to deals with the involved processes by the stake holders.

A system should be available to manage and maintain the detailed information on committees and sub committees. For each committee, the system should facilitate the scheduling of the sittings and the management of committee reports and all related documents.

The proposed system will enable the concerned users to maintain the details of various committees and subcommittees. It also helps to manage the committee operations including the issuing of notices to departments based on different categories (Audit Paras, Particular Subject, Govt. Assurances, Scrutiny of demands etc.). The proposed system facilitates the concerned stake holders to manage and maintain the proceedings of the committees and all types of the committee reports and related documents.

- Saves paper - All committee proceedings and reports can be maintained in digital form
- Faster & efficient communication - Online notices & replies improves the speed & efficiency
- Notifications to committee members - Latest updates on the committee sittings and committee reports will be notified to the members by means of email and SMS.

- **Proposed Solution for House Proceedings Management System**

The assembly proceedings management involves various steps starting from the publishing of assembly session information. There are various documents to be prepared and published including the provisional calendar, rotation of ministers, list of business and consolidating the papers to be laid on the table including question & answers, bills, committee reports etc.

The most important work being handled by the Legislation Assembly is undoubtedly the conducting of Assembly Sessions in which the Hon'ble Members confer together inside the Assembly House. The List of Business for each session day is printed and distributed to the

Members, Media persons and other concerned stake holders.

It is required that the huge wastage of paper and the procedural shortcomings need to be eliminated. The proposed system simplifies all these activities by automating the processes. Inside the assembly house, all the members will be provided with touch enabled tablet PCs to access and view all the above mentioned documents. Hon'ble Speaker and Secretary of Assembly will have more privileges where the permission to members for presentation can be controlled, the voting can be initiated and the start or stop the activities on various events included in the list of business for the day.

- Reduced consumption of paper in every step thereby reducing the cost of operation and saving the environment.
- Printing is eliminated causing reduced operational costs and reduced wait period to see the finalized documents.
- Members can use the system for voting on bills etc.
- The relevant documents can be viewed by the stakeholders, even if they are away from the Assembly.

- **Assembly Secretariat Management modules**

The MLA Hostel Management System consists of comprehensive software suite consisting of integrated modules for the various aspects of the hostel management.

The core features Hostel Management System includes are the following:

- Hostel Management Software
- Hostel Reservation Software
- Call Accounting
- Inventory Management System
- Hostel accounting software

- **Proposed Solution for Library Management System**

The library in the legislative assembly has good collection of books mostly related to the politics, historical events and related references which are very useful for the members of the assembly. The library also maintains the past assembly documents as well on various categories (proceedings, bills, bulletins, committee reports etc.) for borrowing/references. The library activities like managing catalogue, issue and return of books, search & retrieval of books and maintaining the newspaper clippings are not efficient in a manual system for both the storage and retrieval.

A system is required to manage the cataloging of books and other materials for borrowing/references. The system should be able to manage the users, issue & return of books and other library materials. The system should facilitate the collection of various news items related to the state and state legislative assembly.

The proposed Library management system facilitates the members to view the available books, choose the books and know the issue/return status. In addition to this, newspaper clippings on assembly related news and events can be maintained and accessed online.

- Easy search & retrieval - The information on books and other materials can be easily searched and retrieved.
- Better view of issue & return status - The availability and usage of books & materials can be easily identified which helps to know a better picture of the utilization.
- Better access to all past legislative assembly news - The search and retrieval of newspaper clippings enables the members and other stake holders easily get all the assembly news regarding any subject.

- **Proposed Solution for Member Amenities Management System**

Handling the amenities for the Hon'ble Members is a complex process particularly in

Assemblies with large number of members. Normal accounting or HR management software packages are not equipped to handle the special rules related to the state Legislative Assemblies.

Software solution being proposed should be able to handle all the HR and salary related functionalities of the Members of the Assembly. All other special allowances and prerogatives of the members should be able to be handled through an integrated application which can interface with the other functional areas of the Assembly.

The proposed application will seamlessly integrate with the other areas of the proposed system such as the User Management, Pass management etc.

- Tightly integrated with User management
- GIS enabled solution to clearly monitor the travelling expenses

- **Proposed Solution for ID Cards and Entry Pass Management**

The legislative assembly premises are a place where people with high profiles work and thus the physical security of the same have significant importance. The existing identity cards of members and other users which are printed on paper or plastic cards don't give any value addition. Also keeping track and verifying of the entry passes for various categories of people on session dates is difficult in a manual system.

The identity cards for the members & other permanent staff can be revived in such a way that it can be used for multi-purpose identification needs. Also, there should be a system which facilitates the issue of entry passes and the automatic verification of the same.

The conventional identity cards can be revived with RFID based e-Identity cards to enable it to meet multiple requirements related to the same. This also facilitates the further integration with attendance management and also any access control requirements like access controlled entry to categorized areas if required.

The proposed solution also automates the issuing and management of entry passes to the officials from various department, media persons and public. The entry pass can include QR code technology to uniquely identify the person and also for the automated verification of the passes at various security gates by the security officers.

- Multipurpose identity cards - The RFID based identity cards enables the support for attendance management and access control requirements
- Automated verification - Enables the security officers to verify the validity of users and entry passes with the help of QR code technology.
- Faster & Reliable - Since the solution uses automated verification of users, it ensures faster service and eliminates the queue in security gates and more reliable when compared to conventional ways.
- Provision to get very detailed drilled-down reports regarding people attending the session days.

- **Proposed Solution for Inventory Management**

The legislative assembly, like any other offices, requires the procurement, maintenance and management of different categories of items including fixed assets, stationery articles etc. A manual system to keep track of all these activities makes it difficult to identify the requirements of procuring, managing the stock and allocation of the available items to sub offices.

A software based inventory management system requires for acquisition, maintenance and up keep of stores, stocks, stationery articles, preparation of all types of bills and accumulate the data of stationery and stationery articles which are used in the offices of legislative assembly.

An integrated inventory management system facilitates the procuring and inventory needs and provides support for identifying the requirements by analyzing the status of the stock

of the items. Further to this, since the proposed solution supports for integration with the existing government e-Procurement system, it facilitates the concerned stake holders to view and access the status of procurements. The software is proposed to be fully integrated to the Member and User management to improve its significance further compared to other off-the-shelf software solutions.

- Accurate & Faster - When compared to the conventional way, the automated system will give an accurate inventory information and helps to reduce the time required for processing procurement needs.
- Integration with e-procurement - Since the solution can be extended to facilitate the integration with government procurement system, it gives the user an added advantage to view and access the status of the same.
- Reduced effort - Since the solution automates and simplifies the process of procurements and managing the inventory, less effort required to finish the related tasks.
- Tightly integrated to the other computerized areas of the Assembly thereby enabling it as part of the ERS solution for Assembly.

- **Training and Communication**

- AWARENESS, COMMUNICATION AND TRAINING STRATEGY
- Trainings programs are organized for MLAs and employees
- General computer trainings as well as “Paper Less Legislative Assembly” software specific trainings is imparted
- After trainings/workshops, feedback forms are filled by the participants
- Feedback forms are regularly evaluated by the Project Review Committee, Vidhan Sabha and training programmes are re-oriented as per the feedback
- Refresh courses are regularly conducted for the MLAs and employees so that they could be well versed with the IT tools

- **Data Maintenance & Security**

1. The selected agency shall be responsible for preparing technical documents for recording each and every process of the implemented solution.
2. The selected agency shall also prepare detailed documents on “how-to” and for training purpose like User manuals, Training manuals etc.
3. The confidentiality of all such documents / reports generated shall must be maintained by the vendor. The vendor shall handover the complete documentation to Tripura Legislative Assembly as and when asked for and also at the end of contract.

### **Section VI Service Level Agreement (SLA)**

1. Service Level Agreement (SLA): During the term of warranty, the service/repair calls will have to be attended by the bidder within the time mentioned from the time of such calls. In case of major defects requiring the defective equipment to be taken out of location, the cost for which will have to borne by the bidder, it should be returned within permissible time duly repaired and simultaneously immediate substitute equipment should be provided by the bidder for the continued smooth operation of the system.
2. Penalty for non-achievement of SLA Requirement (Implementation SLA): Delay shall attract a penalty per week as per the following –Penalty for delay in design, development of Software Application = 0.5% (A) per week of delay or part thereof (calculated pro-rata); (one week is of 07 days) beyond 60 days permitted work schedule from the issue date of work order/ supply order or LoI.  
Penalty for delay in supply, implementation, training etc = 0.5% (B) per week of delay or part thereof (calculated pro-rata); (one week is 07 days) Where A is the Design, Development Cost in Development Phase and B is the supply, implementation, training etc.

cost. Delays in equipment supply/installation: 0.5% \* (Equipment cost) per week of delay or part thereof (calculated pro-rata); (one week is of 07 days)

A total deduction as penalties of 10% (cumulative) of the charges for any of the above may lead to termination of contract.

3. Categories of SLAs:

- i. Support Related SLA (Operational SLA): If the complaint is booked and the response is not received within 24 hours from the time of booking, then the penalty applicable will be Rs. 100.00 per day per complaint. If the problem is not resolved within 48 working hours of the complaint booking time then the penalty applicable is Rs. 500.00 per day per complaint. The complaint should be attended within 48 hours failing which the following additional penalties shall be imposed. The complaint will be recorded in help desk constituted by successful bidder for this purpose by email or phone and a log will be maintained of the complaints by SI. If the complaint is booked and the response is not received within 24 hours from the time of booking, then the penalty applicable will be Rs. 100.00 per day per complaint. If the problem is not resolved within 48 working hours of the complaint booking time then the penalty applicable is Rs. 500.00 per day per complaint. The complaint should be attended within 48 hours failing which the following additional penalties shall be imposed. The complaint will be recorded in help desk constituted by successful bidder for this purpose by email or phone and a log will be maintained of the complaints by SI.

SI No	Duration	Penalty
1	Upto 24 working hours from the logging of the complaint with the SI	Nil
2	Beyond 48 working hours upto 15 days from the logging of the complaint with the SI	0.2% per day of the total value of the defective equipment/software
3	Beyond 15 days of the logging of the complaint till rectification of the fault	0.3% per day of the total value of the defective equipment/software

- ii. SLA Monitoring: The Selected bidder will submit complaint status report quarterly for Issue call log to Tripura Legislative Assembly.

- iii. Acceptance Testing: The primary goal of Testing & Acceptance is to ensure that the project meets requirements, standards, specifications and performance prescribed by the EOI: Completion of any other tests/evaluation criteria that the department may specify.

The Acceptance Tests for the Hardware and Networking Components shall involve successful supply, delivery at site, installation and commissioning of systems at all implementation locations of the project.

In the event of the site not being allocated by the Department, the SI and the Department may mutually agree to redefine the milestones by following appropriate change control process, to be defined in the contract.

On successful completion of the Acceptance Test(s) and after the Committee so constituted by the department to conduct the said Acceptance Tests are satisfied with the working of the system, the acceptance certificates shall be signed by the SI and authorized representative(s) of the department.

Any delay by the SI in the performance of its contracted obligations shall render the SI liable to the imposition of penalties, as deemed appropriate.

All components & deliverables of the Applications, hardware, networking components, software and other peripherals, as the case may be, would be deemed accepted on attainment of the receipt of Site Acceptance Certificate from each Location. Any delay

attributable to the SI in the Acceptance Testing shall render the SI liable to the imposition of appropriate penalties, as mentioned in the EoI.

**SECTION VII- Appendix**

**Appendix A – Contract Template**

THIS AGREEMENT made this ..... day of ..... between Tripura Legislative Assembly acting through Secretary, Tripura Legislative Assembly, GoT (hereinafter referred to as “**the Purchaser**”) which expression shall unless repugnant to the context or meaning thereof mean and be deemed to include its authorized representatives and permitted assigns of the FIRST PART and ..... having its Office at ..... (herein after referred to as “**the Vendor**”) which expression shall unless excluded by or repugnant to the context, includes their Heirs, Executors, Administrators, Legal Representatives and permitted Assigns of the SECOND PART.

**WHEREAS Purchaser** is desirous of entering into a contract for \_\_\_\_\_/[EOI Name] with the **Vendor**, for the Tripura Legislative Assembly in Agartala and has accepted to pay to the **Vendor** the contract amount for provisioning of related Services at a total cost not exceeding ..... (**Rupees .....**) (hereinafter referred to as "the Contract Price").

**AND WHEREAS** the **Vendor** has agreed to provide Services as listed in Bid Document No\_\_\_\_\_, as per the rate(s) given in **the table below mentioned hereinafter**.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:

- A. Bid Document No\_\_\_\_\_ regarding “\_\_\_\_\_/[EOI Name]” in the Tripura Legislative Assembly including
- B. Clarifications issued by the **Purchaser**.
- C. Technical and Commercial EoI submitted by the **Vendor**.
- D. Notifications of award vide Order No.\_\_\_\_\_ dated \_\_\_\_\_ issued to the Vendor.
- E. Acceptance of notification of award by the SI vide SI Letter No.\_\_\_\_\_ dated \_\_\_\_\_.

3. In consideration of the payments to be made by the **Purchaser** to the **SI** as hereinafter mentioned, the **SI** hereby covenants with the **Purchaser** to provide the services and to remedy therein in conformity in all aspects with the provisions of the aforesaid Bid under reference.

4. The **Purchaser** hereby covenants to pay the **SI** in consideration of the provision of Services as listed in Table below 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.

**5. TOTAL CONTRACT VALUE: .....(Rupees .....)**

6. Period of Contract: As per Clause 2.11 of Section III.

**IN WITNESS** whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

**Signed, sealed and delivered for & on behalf of M/s**

\_\_\_\_\_  
Signature -----  
Name -----  
Designation \_\_\_\_\_  
Address -----  
Date -----  
Place : Agartala

**In the presence of:**

Signature -----  
Name -----  
Designation \_\_\_\_\_  
Date -----  
Place : Agartala

**Signed, sealed and delivered for and Unique Identification Authority of India**

Signature -----  
Name -----  
Designation \_\_\_\_\_  
Address-----  
Date -----  
Place Agartala

**In the presence of:**

Signature -----  
Name -----  
Designation \_\_\_\_\_  
Date -----  
Place Agartala



**Appendix B – Performance Bank Guarantee**

**(To be stamped in accordance with Stamp Act)**

**The non-judicial stamp paper should be in the name of issuing Bank**

**Ref..... Bank Guarantee No.....**

**Date.....**

To  
The Secretary,  
Tripura Legislative Assembly  
Government of Tripura, Capital Complex, Agartala, Tripura

**Website: [www.tripuraassembly.nic.in](http://www.tripuraassembly.nic.in)**

**Email: [vidhansabha\\_tripura@rediffmail.com](mailto:vidhansabha_tripura@rediffmail.com)**

Contact No: 0381-241-24446

Fax: 0381-241-4095

Dear Sirs,

1. In consideration of the Tripura Legislative Assembly, (hereinafter referred to as the ‘Owner’ which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s..... with its Registered/Head office at ..... (hereinafter referred to as the “Contractor” which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a Contract by issue of Notification of award No..... dated .....and the same having been acknowledged by the Contractor, resulting in a Contract, Bearing----- No..... dated.....valued.....at.....for..... [EOI.....Name]” and the Contractor having agreed to provide a contract Performance Guarantee for the faithful performance of the entire Contract not exceeding Rs. .... (in words & figures).

1. We.....(Name & Address of Bank Branch) having its Head office at ..... (hereinafter referred to as the Bank”, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the amounts due and payable under this guarantee without any demur, reservation, context, recourse or protest and/or without any reference to the Contractor merely on a demand from the Owner stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Owner by reason of breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the Contractor(s)” failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive and binding notwithstanding any difference between the Owner and the Contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Owner discharges this guarantee.

3. The Owner shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from time to time to extent the time for performance of the Contract by the Contractor. The Owner shall have the fullest liberty, without

affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Owner and the Contractor or any other course or remedy or security available to the Owner. The Bank shall not be released of its obligations under these presents by any exercise by the Owner of its liberty with reference to the matters aforesaid or any of them or by reason of any other act of omission or commission on the part of the Owner or any other indulgences shown by the Owner or by any other matter or thing whatsoever which under law would, but for this provision have the effect of relieving the Bank.

4. The Bank also agrees that the Owner at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee the Owner may have in relation to the Contractor's liabilities.

5. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/Service Provider(s).

6. Notwithstanding anything contained hereinabove:

(1) Our liability under this guarantee is restricted to INR ..... (in words & figures) being the 5% of the value of the contract/notification of award.

(2) This Bank Guarantee will be valid up to .....; and

(3) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only upon service of a written claim or demand by you on or before .....

In witness whereof the Bank, through its authorised officer, has set its hand and stamp on this ..... day of.....20.....at.....

**WITNESS**

.....  
(Signature)

.....  
(Name)

.....  
(Official Address)

.....  
(Signature)

.....  
(Name)

.....  
(Designation with Bank Stamp)

Attorney As per

Power of Attorney No.....  
Dated.....

**SECTION VIII BoM and BoQ****a. Equipment Approximate Quantity**

Sl No	Particulars	Qty
1	Apple Ipad	60
2	Application Server with HBA Card, Database Server with HBA Card	1
3	Audio Video Compatible Devices	1
4	Book Scanner	1
5	Color Printers	7
6	Connecting Cables	
7	Customization& Localization of Application Software	1
8	Data Digitization of last 50 years	
9	Display and Digital Recording System	1
10	Electrical Wiring, LAN Cabling and Switches	
11	External Cam Hand Readers	15
12	HD VC System	5
13	HD Webcam and Chat 50	8
14	Hydraulic Tables	60
15	IT Professionals Zone, IT Training Centre and Constituency Facilitation Centre	1
16	LAN Cabling/Display System, HDMI Transmitter/Receiver, Convertors	1
17	Laptop with External Keyboard & Mouse	161
18	Laptop touch based	60
19	MFD Printers	13
20	Multipoint Software	5
21	Plastic I-Cards Printer	2
22	Projector	7
23	Storage System for live video/data	1
24	Words/Image Processing system	1
25	Tape Library System	1
26	UPS 10 KVA	2
27	WiFi Audio Headphones Cordless System	110
28	HD Cameras	2
29	Switches	8
30	LEDs 80"	2
31	LEDs 55"	6
32	LEDs 46"	13

**b. Manpower Details**

Sl. No.	Resource	Number of Resources
1	Project Manager	1
2	Databse Administrator	1
3	Web Administrator	1
4	Programmer	1
5	Operation Assistant/Data Entry Operator	7
6	Services of a Cleaning Agency	2
7	Sr. Technical Support Professionals	2
8	Network Engineers	2
9	Operational Manager	4
10	Running Sessions Online	2
11	Sr. Operational Manager	2
12	Messenger	1