



MEGHALAYA BOARD OF SCHOOL EDUCATION
HEADQUARTERS, TURA.

No. MBOSE/ITES/ITES Project/2025/01/27765

Dated Tura the 29/9, 2025.

EXPRESSION OF INTEREST

Expression of Interest is invited from interested reputed Software firms for development of Software on E-office Management Software as detailed below:

E-office Management Software: The software requirements are

- Employee records
- Leave records.
- Vehicle & POL distributions Management
- Work from Anywhere (WFA) features
- Collaborations editing
- Requisitions & purchase committee platform
- Computerized file routing system

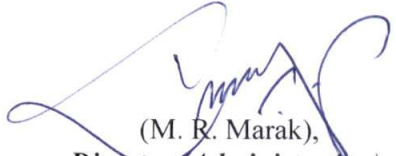
The technical bid should be enclosed in a sealed cover and dropped in the box located in the office of the Director (Administration), Meghalaya Board of School Education, Tura on or before 31-10-2025.

Terms and Conditions are as follows:

1. The Firm should possess an experience of not less than 5 years of experience. (Enclose Experience Certificate). Firms without any experience need not apply.
2. Details of the Firms/Executive Officers of the Firms including their contact details need to be furnished
3. Copy of GST registration to be enclosed.
4. A copy of the last 3 years CA report is to be enclosed.
5. In case of non-tribal, latest income tax filing returns to be enclosed.
6. In case of non-tribal, Trading license from the Garo Hills Autonomous District Council shall have to be enclosed along with the paper.
7. GST shall be deducted as admissible under the rules.
8. List of shortlisted Firms shall have to prepare Power Point Presentation of the project before the panel for final selection of the Firm.
9. The undersigned has the right to reject if it is found unsatisfactory.
10. No Bidder shall contact the Purchaser or any matter relating to its bid, from the time of the Bid opening until the Selected Bidder is selected.
11. If the Bidder tries to influence the Purchaser or otherwise interfere in the selection process and decision, its bid may be rejected.
12. The Purchaser may at any time, by a written order given to the Selected Bidder make changes with the quantities, specification or scope of work.

13. The Purchaser may terminate the selection process at any time & without assigning any reasons. The Purchaser makes no commitments, express or implied, that this process will result in a business transaction with anyone.
14. This Expression of Interest does not constitute any offer by the Purchaser. The Bidders participation in this process may or may not result in the Purchaser selecting the Bidder for implementation of the project.
15. Only technically eligible Bidders shall be evaluated for financial bid.
16. The Bidder shall mean, the one who sign Expression of Interest forms. The Bidder may be either be the Principal Officer or their duly authorized representative ; in either case shall submit a power of attorney.
17. All certificates and documents furnished by the Bidder shall contain the signature of the Principal Officer or its representative.
18. Any change in the Principal Officer of the Bidder shall be intimated to the Purchaser in advance.
19. The Bidder shall designate the official mailing & Email addresses to which all the correspondence shall be sent.
20. The Bid should be filled by the Bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders.
21. If there is any legal dispute, the settlement of such dispute shall be settled within the jurisdiction of Tura & Shillong.
22. The purchaser will have the complete control over the software and its use.
23. The purchaser will have the right to full access to read/write and manage the data generated or stored by the software.
24. In case of termination of contract, the firm shall have to provide the data with access rights stored in the software.
25. The Selected Bidder shall comply with the provision of all labour legislation including the requirement of the payment of Wage act 1936 and the rules framed there under and modifications thereof in respect of men employed by him in carrying out the contract. The Selected Bidder must ensure that he complies with PF, ESI regulation for all his deployed employees.
26. Successful bidder will have to sign the Memorandum of Understanding with the Board as per terms and conditions stipulated in the draft agreement.

Last date for receipt of Expression of Interest is 31-10-2025 till 3 P.M.


(M. R. Marak),
Director (Administration),
Meghalaya Board of School Education,
Tura.

Memo No. MBOSE/ITES/ITES Project/2025/01/27765 - 70 **Dated Tura the 29/9, 2025.**
Copy to:

1. The Executive Chairman, Meghalaya Board of School Education, Tura.
2. The Principal Director, Meghalaya Board of School Education, Tura.
3. The Chief Accounts Officer, Meghalaya Board of School Education, Tura.
4. The Jt. Director (ITES), Meghalaya Board of School Education, Tura with a request to upload the same in MBOSE website.
5. All Reputed Firms.
6. Notice Board.


Director (Administration),
Meghalaya Board of School Education,
Tura.
