

Assam Electronics Development Corporation Limited
(A Government of Assam Undertaking)

EOI (Expression of Interest)
for

Design & Development of Web Portal of e-Transfer Portal (Grade III & Grade IV - Mutual Transfer Portal)

EOI No: AEDC/IT/GAD/MA/2024/548/25012-A

Dtd: 29/01/2025


AMTRON invites EOI (Technical Proposal) from eligible empanelled bidders for the aforementioned services as per brief scope of work mentioned hereinafter.

Brief Scope of Work: Software Services for design and development of e-Transfer Web Portal

Brief Description of EOI:

Detailed Specification, Scope of work are given in the bidding documents which are available for examination at the address given below as per the following schedule.

EOI No:	AEDC/IT/ GAD/MA/2024/548
Bid Submission Start Date	01/02/2025 01.30 PM
Bid Submission End Date	28/02/2025 02.00 PM


(Jyoti Prasad)

DGM & Chairman- Tender Committee (Web portal e-Transfer Project)

Copy to:

1. Notice Board for circulation.
2. Office Copy
3. www.amtron.in portal - for wide publication



Expression of Interest (EOI)

Qualifying Requirements for Bidders

The following documents must be submitted along with the bid document

- i. The Agency should be a registered entity with minimum 3 years of existence on the day of the submission of the bid, with work done in the related services as laid down in the EOI. Certificate of Incorporation under Companies Act 1956/2013, and other applicable Acts (Proprietorship/Partnership Firm / Company) are to be submitted.
- ii. PAN Card
- iii. GST Registration
- iv. The Agency must have successfully operated and maintained similar services in India or Abroad. List of work orders/completion certificate/agreement are to be attached.

Experience Profile--- In Software design /Development

#	Department/ Institution	Letter of Award Work Order/ Completion Certificate

- v. The bidder should have an office in the state of Assam. Trade License to be submitted
- vi. The firm shall have an Empanelled Vendor Registration Code under AEDC Ltd.

Brief Scope of Work:

The undersigned want's the following services from an experienced agency/firm/institution but not limited to the following

The portal is to be designed to streamline the application process, and ensure transparency in under the e-transfer Portal.

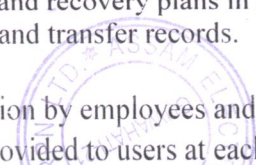
Scope of Work:



1. Functional Requirements

1. User Registration & Login:
 - Employees will self-register with their employee ID, personal details, and employment information.
 - Ability to set up 2-factor authentication for security.
 - Users can input up to 3 preferred districts for transfer requests.
2. Employment Verification at District Level:
 - The system will send the employment data to the District Employment Verification team.
 - Automated NOC generation by the appointing authority upon successful verification.
3. Mutual Transfer Application:
 - Employees can apply for a mutual transfer once both the applicant agree on the transfer.
 - The system will ensure mutual consent from both the applicant before proceeding.
4. State-Level Approval:
 - State-level authorities will verify and confirm the mutual transfer details.
 - Upon approval, system-generated transfer orders will be created and sent to both employees.
5. Transfer Order & Joining Status:
 - Transfer orders will be available for download in employee and admin logins.
 - System-generated joining status to complete the transfer process and ensure a smooth transition.
6. Notifications & Alerts:
 - Email and SMS alerts for every significant event (e.g., NOC issued, mutual transfer request received, state approval, transfer order generated).
7. Admin Dashboards:
 - Separate dashboards for District authorities, State authorities, and Admin to manage verifications, approvals, and transfers.
 - Logs and reports to track all ongoing transfer applications.

2. Non-Functional Requirements

1. Security:
 - Role-based access control (RBAC) for different stakeholders (Employees, District, and State authorities).
 - End-to-end encryption for data transmission and sensitive information.
 - Regular security audits and vulnerability assessments.
 2. Performance:
 - The system should be able to handle concurrent access by multiple employees, district, and state authorities.
 - Fast processing times for district/state verification processes and system-generated documents.
 3. Scalability:
 - Designed to accommodate future scaling, such as inclusion of other services, more employees, and additional functionalities.
 4. Availability & Reliability:
 - High availability (99.9%) with backup and recovery plans in place.
 - Automated backups for employee data and transfer records.
 5. Usability:
 - Intuitive user interface for easy navigation by employees and authorities.
 - Clear instructions and status updates provided to users at each step.
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3. Technical Process Flow of the Portal

1. Registration:
 - User inputs personal and employment data.
 - Employment verification initiated at district level.
 - Status: Pending verification.
2. District-Level Employment Verification:
 - District employment authority receives a verification request.
 - Once verified, system generates NOC and moves the process to the next step.
 - Status: District verified.
3. Mutual Transfer Application:
 - Once an employee applies for mutual transfer and finds a match, both parties agree on the transfer.
 - System sends the request for state-level verification.
 - Status: Transfer request submitted.
4. State-Level Approval:
 - The state-level authority reviews the request.
 - Upon approval, a system-generated transfer order is issued.
 - Status: State approved, transfer order generated.
5. Joining Status:
 - Employees receive the transfer order in their login.
 - System generates a joining status to indicate completion of the process.
 - Status: Transfer complete.

Submission of Technical Proposal:

A hard copy of the proposal (Technical) expressing interest shall be submitted to the undersigned. For any queries, a prospective Bidder requiring any clarification on the tender document may submit their queries, in writing, to the undersigned.

Registered Office: Assam Electronics Development Corporation Limited
Industrial Estate, Bamuinimadam, Guwahati-781021
Email id : md@amtron.in

Sd/-



(Jyoti Prasad)

DGM & Chairman- Tender Committee (Web portal e-Transfer Project)