



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

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GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
SECONDARY EDUCATION DEPARTMENT :: DISPUR

## NOTIFICATION

The 7th August, 2018

**No. PMA(S) 69/2017/114.**- In the honour of Late Anundoram Borooh, the Government of Assam instituted the "Anundoram Borooh Laptop Award Scheme" with the sole aim of enhancing healthy competition amongst the student community and to help them to enrich their perception through up-to-date knowledge and information with the help of Information Technology.

Government is satisfied that Anundoram Borooh Award Scheme has boosted the competitive attitude in the young minds and motivated the students for showing their best performance in their academic career. In view of raising competition amongst the students to perform better and after careful consideration of all aspects, Secondary Education Department, Government of Assam, have decided to award Laptops to the meritorious students securing Star Marks in the High School Leaving Certificate Examination/ High Madrassa Examination/ F.M. Examination and Sanskrit Pali & Pravesika Examination, Assam under '**Anundoram Borooh Laptop Award Scheme**'.

### 1. Objectives of the Scheme:

- 1.1. In this age of globalization and digital era, Information Technology has been entered into the academic curriculum of schools and colleges up to the University level and looking at the present scenario of the innate potentialities of the IT industry, an effort has been made to promote IT education through this unique scheme.
- 1.2. This scheme is planned for motivating and inspiring the students for better performance in their careers, to increase the success rates in competitive examinations and to have firsthand experience with Information and Communication Technology.

### 2. Award package

- 2.1. The award consists of a Citation in the form of a certificate signed by Hon'ble Chief Minister, Assam and the Hon'ble Education Minister, Assam

- 2.2. One Laptop accompanied by power adapter with backpack shall be provided under this scheme to each student securing Star Marks (75%) and above in the High School Leaving Certificate Examination/ High Madrassa Examination/ F.M. Examination and Sanskrit Pali & Pravesika Examination, Assam.
- 2.3. Subscription of Internet Connectivity for 2 (two) years through 4G network connectivity devices shall be provided to each beneficiary under the scheme.
- 2.4. Digital academic content in the form of animated tutorials and e-Books for all streams and online learning, coaching and score improvement system for the students of Science Stream.
- 2.5. User Guide on Laptop for imparting the basic idea for installation and handling of Laptop, operating system and other software tools.
- 2.6. Free training on AMTRON SuperX OS, Open Office and handling of the laptop at the time of distribution of the Laptop.
- 2.7. Omission/ addition of additional features and items of the award package other than the Laptop shall be decided by Govt from time to time and shall be subject to availability of adequate budget provision.

**3. Configuration :**

The configuration of the Laptop will be finalized by AMTRON in consultation with Professor, Dept. CSE, IIIT Guwahati. The Laptop configuration may be improved from time to time.

**4. Cash award option:**

The awardees may opt for financial benefits in lieu of the Laptop package. A cheque for an amount which would be the cost of the Laptop package as decided by the State Govt. shall be handed over to such awardees. The awardees willing to avail such award have to apply to the Managing Director, AEDC Ltd.(AMTRON), Industrial Estate, Bamunimaidan, Guwahati-21, well in advance through the Head of the Institution with Bank A/c No. of the student.

**5. Beneficiary of the scheme:**

- 5.1 All the students securing Star Marks (75%) and above in the High School Leaving Certificate Examination/ High Madrassa Examination/ F.M. Examination and Sanskrit Pali & Pravesika Examination, Assam would be considered as the beneficiary of the scheme.
- 5.2 The decision regarding inclusion of Board/Council other than SEBA or Sanskrit Board would be taken by the Govt. of Assam from time to time.
- 5.3 AMTRON shall collect the list of beneficiaries from the respective Boards. The Secondary Education Department shall issue a standing directive to the respective Board to furnish the list of beneficiaries to AMTRON well advance in time. The list should include Student's Name, Father's Name, School Name, Roll No, Total marks secured, etc. Year-wise actual beneficiary list including other related database has to be maintained by AMTRON.

**6. Implementing agency:**

- 6.1 The nodal Implementing Agency for the scheme will be Assam Electronics Development Corporation Ltd. (AMTRON) under the guidance of Secondary Education Department. The following will be the Terms of Reference (TOR) in respect of the implementation of the Scheme.

**6.2 The competitive tender process for procurement of equipments:**

- (i) The procurement shall be done as per the Assam Public Procurement Act, 2017.
- (ii) AMTRON will discover the price of Laptop through tender process and submit proposal to the Secondary Education Department, Govt. of Assam through the Director of Secondary Education, Assam for sanction of fund so that Laptops may be distributed within 45 days from the date of declaration of result of HSLC/AHM etc. examination, 2018. For execution of the program within the above time frame, AMTRON may prepare estimate on the basis of figures of last year's result.

- (iii) In the Tender document, AMTRON has to keep a provision for increase or decrease the nos. of students on receipt of actual figures from SEBA and other boards.
  - (iv) AMTRON must follow the CVC guidelines concerning competitive bidding.
  - (v) Procurement of Laptops under this scheme shall be undertaken through E-Procurement and notice to be published in local daily newspapers.
  - (vi) Tender Committee must have representatives from Education, IT, Finance & P&D Department.
- 6.3 There shall be a core Tender and Project Implementation Committee to be constituted by AMTRON along with the sub Committees for evaluation of the tender with representative of Secondary Education Department, IT Department, Finance and T&D Department.
- 6.4 The Core committee shall be responsible for the smooth conduct of the tendering process from submission of bids to selection of successful bidders. The Committee shall be responsible for opening of technical and price bids and for evaluation of the same through the sub committees duly constituted. The core committee shall be responsible for the Final Techno -Commercial Evaluation and ranking of bidders.
- 6.5 There shall be four sub committees in the name and style as given below. They shall directly report to the core committee through their respective Chairman. Responsibilities of these sub committees are as follows:
- 6.5.1. Sub Committee A :**  
The Committee shall examine and evaluate the Technical bid documents submitted by the vendors ( For supply of Laptop computers for compliance of the qualifying criteria of the tender and carry out preliminary screening and short listing of technically qualified bidders. The Committee shall submit its report and findings to the Core Committee.
- 6.5.2. Sub Committee - B for Technical evaluation (Hardware evaluation):**  
The Committee shall screen the sample equipments submitted by the bidders for compliance of the terms & conditions of the specifications, usability and features as per terms of the tender, carry out the screening and short listing of the samples (Bidders wise/Model wise). The Committee shall submit its report and findings to the Core Committee.
- 6.5.3. Sub Committee -C for Online Digital Academic contents :**  
The committee shall prepare necessary RFP for procurement of Online Digital Academic Contents & Online Learning, Coaching and Score Improvement Systems for the awardees. The committee shall evaluate Technical bid and Financial bid documents submitted by the vendors for compliance of the terms & conditions in respect of fulfillment of eligibility criteria of the tender, carry out the screening and short listing of the samples. The Committee shall submit its report and findings to the Core Commerce.
- 6.5.4. Sub Committee -D for /4G Network connectivity :**  
The committee shall prepare necessary RFP for procurement of 4G Data connectivity to provide to the awardees. The committee shall evaluate Technical bid and Financial bid documents submitted by the vendors for compliance of the terms & conditions in respect of fulfillment of eligibility criteria of the tender, carry out the screening and short listing of the samples. The Committee shall submit its report and findings to the Core Commerce.
- 6.6 For execution of the programme within the time frame, AMTRON will prepare the cost estimate on the basis of figures of last year's result and will submit the financial proposal to the Secondary Education Department, Govt. of Assam through the Director of Secondary Education, Assam for release of fund.
- 6.7 Preparation of Tender Documents and floating of Tender Notices as per rules and procedures in force.

- 6.8 Notification of Tender Committees/Sub Committees.
- 6.9 Bid evaluation.
- 6.10 Issue of purchase orders.
- 6.11 Inspection of production facilities of the manufacturer by AMTRON team of technical experts to check the quality of the Laptop and other accessories at the factory premises of different vendors during production of the Laptops.
- 6.12 Design of Citation in the form of certificate with Hologram.
- 6.13 Creation of Database, MIS and reporting to arrange the programme.
- 6.14 Preparation of district wise student list and distribution schedules.
- 6.15 Designing a User Guide on Laptop to provide the basic idea for installation and handling of Laptop and operating-software.
- 6.16 Coordination with District Administration, Secondary Education Department, Govt. of Assam for arrangement of transportation, storage and distribution.
- 6.17 Inspection of Service Centre set up by the vendors and to ensure prompt warranty service for a period of 1 (one) year for the distribution of Laptop and other accessories. AMTRON has to monitor those Service Centers to ensure proper service within the warranty period of 1 (one) year.
- 6.18 Selection of Distribution Centres for distribution of Laptop in consultation with Deputy Commissioners.
- 6.19 Conduct training at the designated points on Operating System, Office Suit and other software and installation and troubleshooting at the time of distribution of Laptop throughout the state of Assam.
- 6.20 Testing of Laptops before installation.
- 6.21 Establishment of Control Room at AMTRON for smooth conduct of the distribution with phones, Fax, mobile sets and Internet.
- 6.22 Event management by way of coordination, System finalization, liaisoning and deployment of volunteers for smooth conduct of distribution of Laptops and training.
- 6.23 Holding of the Central Distribution Ceremony.
- 6.24 Design, hosting and maintenance of a portal for online registration of beneficiaries and other related service with in the domain <http://arbas.assam.gov.in>

**7. Agency charges for the implementing agency:**

The implementing Agency, AMTRON will be paid an agency charge of 5% of the total project cost for implementing the scheme. The cost of advertisement, printing of certificate, holograms, userguide etc.. shall have to be adjusted by AMTRON out of their agency charges. No additional claim of fund in respect of the above items will be entertained and there will be no agency charge for cash award option.

**8. Transfer of Funds:**

The implementing agency, AMTRON will submit formal proposal for requirement of fund strictly in adherence to the scheme guideline through the Director of Secondary Education Assam. The proposal must be accompanied by the Utilization Certificate against previous release, Physical & Financial progress report, Photographic evidence etc. Proposal without necessary supporting documents shall be reverted back. The DDO will draw and disburse the fund to the implementing agency as per rules and procedures in force.

**9. Advertisement:**

Advertisement will have to be published for wide circulation of the tender notices for procurement of Laptops and other equipments in the prominent Local National newspapers/dailies. It is also

necessary to release advertisements for publicity of the scheme and distribution schedule etc. The advertisements Bills received against advertisements from various publications will be paid by AMTRON.

10. **District level committee:**

10.1 There shall be a District Level Committee for smooth distribution of the Laptops and conduct of training during distribution in the concerned District.

10.2 The constitution of the Committee shall be as follows:

1. Deputy Commissioner : Chairman
2. Principals/Headmasters of some prominent Educational Institutes of the District : Member
3. Authorized Representative of AMTRON : Member
4. Superintendent of Police : Member
5. Inspector of Schools : Member Secretary

The terms of reference in respect of the District Level Committees shall be -

10.3 Arrangement of meeting with head of the respective schools of beneficiaries for smooth launching of the scheme and then distribution of invitation and Citation through the Headmaster/ principal of the schools of the District.

10.4 Arrangement of godown/store room for storage of the Laptop and other accessories before distribution.

10.5 Selection of Distribution venue/venues.

10.6 Securing of the certificates prepared by AMTRON before distribution among the students.

10.7 Arrangement for continuous power supply from ASEB at distribution venue during distribution.

10.8 Arrangement of Security at the venues and main function site till all the distribution is completed.

10.9 Arrangement for Fire Fighting services at distribution venue.

10.10 Medical support at distribution venue.

10.11 Light refreshment to the beneficiaries while attending the distribution.

10.12 Holding of the Distribution Ceremony.

11. **Central Distribution Ceremony:** For organizing the Central function also, AMTRON has to invite Tender. AMTRON will take all necessary steps for holding the central ceremonial distribution programme at Guwahati. The ceremonial function for Laptop distribution to the awardees is restricted to limited venues preferably at the Zonal level across the State which may cover beneficiaries of a few districts and will be organized by the AMTRON. AMTRON will propose necessary fund to be required for all above meeting along-with the proposal for sanction of the fund. Proposals for fund in respect of any technical support for audio/video visuals etc..at the ceremonial functions shall not be considered. The same may be organized by AMTRON at their own expenses.

12. **Certificate:**

The Certificate will be printed in offset on folded crown size in multicolor, having Student Name, Father's Name, School Name, Roll No. and Certificate serial No., and Machine ID No. along with Hologram.

12.1 The certificates are of following categories:

- (i) Certificate for Rank Holders (first 10 positions in HSLC Examination, first 3 positions in High Madrassa Examination & first position in Sanskrit Board Examination and first Position of State Madrassa Education Board).
- (ii) Certificate for Securing 1<sup>st</sup> Division with Distinction Marks in HSLC/ High Madrassa/ Sanskrit Board Examination.

- (iii) Certificate for securing 1<sup>st</sup> Division with Star Marks in HSLC/ High Madrassa/ Sanskrit Board Examination.
- 12.2 A special Hologram shall be prepared & affixed to avoid duplication. The Hologram will be pasted on the backside of the certificate at the time of delivery of the award.
13. **Booklet:** Designing and printing of a User Guide on Laptop to provide the basic idea for installation and handling of Laptop and Operating System.
14. **Service centres:**  
The vendors supplying the Laptops will set up Service Centres in different locations of Assam for providing service to the students for the awarded Laptops and accessories during the warranty period. There will be at least one Service Centre in every district for providing service.
15. **Disputes:**
- 15.1 In case of any dispute related to the awards or warranty support, the awardees can appeal to AMTRON for redressal of the grievance. The awardees can also apply to the Secondary Education Department, Govt. of Assam in case the problem is not resolved. However, the decision of the Secondary Education Department, Govt. of Assam will be final and binding on all concerned.
- 15.2 This Notification supersedes earlier Notifications issued vide No. PMA(S) 111/2010/55 dtd 21-08-2010 and No. PMA(S) 84/2016/84; dated 30-11-2016.

**PREETOM SAIKIA,**  
Commissioner & Secretary to the Government of Assam,  
Secondary Education Department.