



**GOVERNMENT OF ASSAM  
DIRECTORATE OF WELFARE OF SCHEDULED CASTES BACKWARD CLASSES, ASSAM  
& OFFICE OF THE MEMBER SECRETARY, OBC/GENERAL DEV. COUNCIL,  
SWAHID DILIP HUZURI PATH, SARUMOTORIA, DISPUR, GUWAHATI-06**

Tender No. ECF No. 444514/2024/21

Dated: Guwahati the 20<sup>th</sup> July' 2024

**Bidding through GeM Portal**

Implementation of  
**Expression of Interest (EOI) for selection of Agency for  
FREE RESIDENTIAL VOCATIONAL TRAINING FOR  
APSC ASPIRANTS UNDER TAI AHOM  
DEVELOPMENT COUNCIL, ASSAM  
BIDDING DOCUMENT**  
(To be used for furnishing bids by the ELIGIBLE BIDDERS)

**ADDRESS FOR COMMUNICATION:**

*Directorate of Welfare of SC&BC, Assam,  
& Office of the Member Secretary, OBC/General Dev. Council,  
Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06  
E-mail: [assamdirectorateofwelfareofsc@gmail.com](mailto:assamdirectorateofwelfareofsc@gmail.com)*

## **SECTION-1**

### **FREE RESIDENTIAL VOCATIONAL TRAINING FOR APSC ASPIRANTS UNDER TAI AHOM DEVELOPMENT COUNCIL, ASSAM**

<b>1</b>	<b>Name of Work</b>	<b>Expression of Interest (EOI) for Selection of Institute for providing Vocational Training to APSC aspirants under Tai Ahom Development Council, Assam</b>
<b>2</b>	<b>EMD - in form FD/DD/BG</b>	Rs. 1,80,000/- (1% of Tender Value for SC/ST/OBC, 2% of Tender Value for General)
<b>3</b>	<b>Tender Through</b>	Gem.gov.in
<b>4</b>	<b>Email for queries</b>	All queries will be submitted through the email id: <a href="mailto:assamdirectorateofwelfareofsc@gmail.com">assamdirectorateofwelfareofsc@gmail.com</a>
<b>5</b>	<b>Bid Submission Start date and time</b>	As per GeM schedule date
<b>6</b>	<b>Last Date &amp; Time of online submission</b>	As per GeM schedule date
<b>7</b>	<b>Last Date &amp; Time of receipt of hard copy</b>	On last date of online tender submission as per GeM schedule to be submitted to Department
<b>8</b>	<b>Date &amp; Time of opening of technical bids and presentation by the bidder</b>	As per GeM schedule date
<b>9</b>	<b>Place of opening of technical bid and presentation by the bidder</b>	Directorate of Welfare of SC & BC, Assam & Office of the Member Secretary, OBC/General Dev. Council, Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06
<b>10</b>	<b>Cost of bid document</b>	Not required
<b>11</b>	<b>Tenders addressed to</b>	Director, Welfare of Scheduled Castes & Backward Classes, Assam & Office of the Member Secretary, OBC/General Dev. Council, Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06
Note:-The Bid shall be in two parts viz. Technical Bid (Part-I) and Price Bid {Part- II(in Section-3 Bid Form and Price Schedule Bid Form)}.		

Director,  
Welfare of SC & BC, Assam  
& Member Secretary, OBC/General Dev. Council,  
Guwahati-06

1. **Introduction:** The project aims to provide best in class APSC Vocational Training to selected students of the Tai Ahom community and help meritorious aspirants have access to quality Vocational Training free of cost. The project also envisages providing guidance and support through extensive course materials, mock tests, feedback sessions, counseling, etc. This bid is for selection of Organisation / Training Provider / Institute / Service provider for providing the training and the minimum effective cost per candidate (including but not limited to travelling cost, food, accommodation, course materials, etc.)
2. **Objectives:** Directorate of Welfare of Scheduled Castes & Backward Classes (DWSC&BC), Govt. of Assam aims that deserving youths belonging to Tai Ahom community under “CM's Special One time Assistance to Tai Ahom Development Council” would be trained for the APSC examinations as per their capabilities and merit and thereby make them successful in their career. Directorate of Welfare of SC & BC, Assam & Office of the Member Secretary, OBC/General Dev. Council, Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06 would like to engage reputed and experienced Institutes having relevant experience in competitive examinations training. The course will contain a package of intensive training for 12 months (including holidays), study materials, provision of laptop, mock tests, motivational classes, etc. of the students.
3. **Eligibility:** Following types of organizations will be eligible for submission of EoIs-
  - a. The EoI is invited from Training Institutes/Organizations.
  - b. The bidder must be either of the following
    - (i) An Organisation/Training Institute having incorporation certificate or societies registered under Societies Registration Act, XXI of 1860 and must be mandatorily registered in Assam and should be operational in Assam for the last 10 years.
  - c. The bidder must have work order related to competitive exam coaching of Assam state government in the last 03 (three) years.
  - d. Organization/institute should have a record of at least 30 students who have cleared interview stage of APSC examination in the last five years. An undertaking with seal and signature of highest authority of organisation/institute must be provided that the candidates have taken coaching from the institute.
  - e. Consortium between maximum two parties is allowed for tender participation. Atleast one party should be registered in Assam mandatorily.
  - f. Organization/institute should have its own infrastructure or have MoU with other organisation amounting to at least 10 branches across Assam.
  - g. The organization/institute should have a minimum average annual turnover of Rs. 1 crore over the last financial three years i.e. 2021-22, 2022-23 & 2023-24. CA certified Turnover Certificate with UDIN needs to be furnished.
  - h. Organization/institute should have work order/MOUs with different colleges/universities in Assam.
  - i. Organization/institute must have minimum enrollment of 500 students in last 3 years with proven record. List of candidates with seal and signature of highest authority of bidder's organisation must be attached.
  - j. Bidder must have work order in providing training/coaching from Assam state government/Autonomous Council with atleast one work order above 1 Crore Rupees.
  - k. Bidder must have experience of working with Development Council/Autonomous Council of Assam in providing APSC and UPSC coaching.

- l. Bidder must have experience of working with Development Council/Autonomous Council of Assam in last 3 years in providing training.
- m. EMD/FD of Rs. 1,80,000/- shall be submitted in favour of “Director, Welfare of Scheduled Castes & Backward Classes, Assam” payable at Guwahati. Bidder must upload the scanned copy of the DD and FD as a proof, along with bid and has to ensure delivery of hard copy before the last date and time of submission of hard copy. Bidders belonging to SC/ST/OBC category will pay 1% of Tender value.
- n. The bidder must furnish a copy of following documents along with their proposals. The below mentioned documents must be submitted mandatorily by both parties in case of consortium.
  - i) PAN Card of the Organisation/Institution.
  - ii) Registration Certificate– Company/Society/Firm
- o. Bidders shall submit a notarized affidavit that his/her organization is not under a declaration of Ineligibility/Blacklisting for corrupt and fraudulent practices or for any other causes by Govt. of Assam and or Govt. of India or any other State.
- p. The work should be started within 60 days from the date of issuance of Work Order.
- q. The Director, Welfare of SC & BC, Assam is not bound to accept the lowest rates. The Director, Welfare of SC & BC may reject any or all tenders if deemed necessary. The decision of the Bid Evaluation Committee will be final and binding to all in this regard.
- r. All Bid Documents should be self-attested by the Bidder concerned.

**4. The selected Agency shall facilitate the following arrangements (Scope of Work):**

- 1) To act as Implementing Organisation/Institute to provide training for APSC Examination
- 2) Provide training for duration of 12 months to 30 candidates.
- 3) The attendance records of the trainee/candidates/aspirants should be maintained in bio-metric manner/procedure.
- 4) Provide hostel facility.
- 5) Provide complete study materials, laptop, class schedule and conduct mock tests each for all stages of the examination.
- 6) Faculty should be selected/available for the training program having the pre-requisite qualifications.
- 7) The Organisation/Institute shall submit quarterly reports, attendance and progress reports to the Department besides the final reports after completion of training period.

**5. Responsibility & Obligation:**

- a) The interested parties shall submit their Bid Documents for the execution of the above scope of work. Any modification in the scope of work shall be included in the proposal.
- b) The selected agency shall act in a transparent manner for the training program and shall not in any way act in the manner that is detrimental to the interest and reputation of the Directorate of Welfare of SC & BC, Assam.
- c) The selected agency shall undertake to abide by all the Rules, Regulations and Laws of the land and shall be liable and responsible for any violation of Rules, Regulations and Laws directly or indirectly related to their responsibilities for the training program
- d) The bidders, who fulfill all the eligibility criteria, will have to make a detailed presentation on the explanation of concept and execution plan. The soft and hard copies of the Presentation must be submitted to the Tender Committee after the Presentation. The soft and hard copies submitted by the parties shall be the property of Directorate of

**6. Tender Process/ Submission of Bid:**

- a) Potential Applicant must complete the undertaking placed at Annexure B.
- b) Tender should be applied through GeM portal only.
- c) One original hard copy form of proposal signed by the Authorized Signatory in ink is required by the Authority. No typed or pencil signatures will be accepted. The proposal submitted must be without any overwriting, correction, double typing etc.
- d) The Bidder shall submit the Technical Bid Documents in a single envelope. Envelope shall be sealed which must be super-scribed as **“Expression of Interest (EOI) for Selection of Institute for providing Vocational Training to APSC aspirants under Tai Ahom Development Council, Assam”** and addressed to **“Directorate of Welfare of SC & BC, Assam & Office of the Member Secretary, OBC/General Dev. Council, Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06.**
- e) The deficiency in documents may result in rejection of the Bid.
- f) The EMD/FD will be returned to unsuccessful applicants within 60 (sixty) days from the date of finalization of order.

**7. Preparation of Bid Documents**

**A. Technical Bid**

- a) The Technical Bid should contain a profile of the Bidder, proof of having registered office in Assam, proof of annual turnover, proof of being registered organisation, being in service as given in the Technical Qualification / Eligibility Criteria of the Bidder, PAN Card.
- b) The Bidder should submit documents in support of the above mentioned requirement.
- c) All the pages of Bid Documents should be signed by the Bidder.

**B. Financial Bid**

- a) The Bidder will have to submit Financial Bid online as per the format provided in Financial Bid Form Fin-1.
- b) All the rates are to be entered in Indian Rupees INR (% age values are not allowed).
- c) The Financial Bid of the Bidder shall be inclusive of all Taxes, Duties, Levies & other Charges.

**8. Period of validity**

Proposals must remain open for acceptance for a minimum period of 90 days from the last date of submission of the bid.

## **9. Evaluation of Bid**

**a) Technical Evaluation :** The technical evaluation of bids will be evaluation of the basis of submission of the following documents:

### **Key Submissions:**

Sl. No.	Name of document
1	Court fee stamp of Rs. 8.25/-.
2	EMD in form of FD/DD/BG of Rs. 1,80,000/-
3	Registration Certificate
4	Audit Report for the financial year 2021-22, 2022-23 and 2023-24. (Provisional report for 2023-24 will also be accepted.)
5	Copy of CA certified Turnover Certificate with UDIN for the last financial three years
6	PAN Card, TAN
7	Notarized affidavit stating: i) his/her organization is not under a declaration of Ineligibility/Blacklisting for corrupt and fraudulent practices or for any other causes by Govt. of Assam and or Govt. of India or any other State ii) undertaking to the effect that it would accept all Terms and Conditions
8	Consortium agreement indicating primary and secondary bidder.
9	Rent agreements/lease/MoU with class photographs of each branch across Assam.
10	Work orders in providing training/coaching from Assam state government with atleast one work order above 1 Crore Rupees.
11	Record of at least 30 students who have cleared interview stage in APSC examination in the last 5 years. An undertaking with seal and signature of highest authority of organisation/institute must be provided that the candidates have taken coaching from the institute.
12	Work order/MOUs with at least 3 different colleges/universities in Assam.
13	Enrollment list of minimum 500 students in last 3 years. List of candidates with seal and signature of highest authority of bidder's organisation must be attached.
14	Work order/MoU related to competitive exam coaching from Assam state government in the last 3 years.
15	Experience of working with Assam State Govt. in last 3 years in providing APSC and UPSC coaching with atleast one order of minimum 90 lakhs rupees.
16	Experience of working with Development Council/Autonomous Council of Assam in providing training in last 3 years with atleast one order of minimum 90 lakhs rupees.
17	Annexure A, Annexure B, Annexure C
18	Form Tech 1 to Form Tech 5
19	Bid documents signed by the authorized representative of the Bidder

All the bids qualifying the technical qualification criteria will be considered for QCBS marking.

**Quality (80%) cum cost 20 % based selection QCBS – 80:20**

The technical quality of the proposal will be given weight age of 80% . The financial bids of only those agencies who qualify technically (minimum qualifying marks 70) will be opened. The financial proposal shall be allotted weight age of 20%. For working out the combined score, bid evaluation committee will use the following formula:

Total points={T(w) x T(s)} + {F(w) x F(s)},

Where,

F(s) {(LEC/EC) x 100} T(w)=weight of technical score which is 0.8

T(s) = technical score obtained by the bidder

F (w) = weight of financial proposal i.e. 0.2

F(s) = financial score of the financial proposal obtained by the bidder.

LEC = Lowest evaluated cost of the financial proposal.

EC = Evaluated cost of the financial proposal.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract and will be called for negotiations, if required. In the event of a tie, the bids with the highest technical score will be rated as the best bid. Beyond that, Authority will decide the matter in its full discretion. **The Director, Welfare of Scheduled Castes and Backward Classes, Assam & Office of the Member Secretary, OBC/General Dev. Council, Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06 is not bound to accept the lowest rates. The Director, Welfare of Scheduled Castes and Backward Classes & Member Secretary, OBC/General Dev. Council, Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06 may reject any or all tenders without assigning any reason thereof. The decision of the Bid Evaluation Committee will be final and binding to all in this regard.**

It is mandatory for the Bidder to obtain minimum technical marks i.e. 70 marks in the Quality evaluation to be qualified for being considered for opening of their Financial Bid and evaluation thereof. However, the bidders who do not meet the minimum quality evaluation eligibility criteria, their Financial bids shall not be opened.

a) The Authority will first open the Technical Bid and will assess the merit on the basis of Quality competence and capability on the basis of following evaluation matrix-

Bid Component	Supporting Documents	Maximum Weight age in Technical Score
The agency should have a minimum average turnover of Rs. 1 crore over the last financial three years i.e. 2021-22, 2022-23 and 2023-2024 <b>i) Rs.1 Cr below: 0 Marks</b> <b>ii) Rs.1 Cr– 1.5 Cr: 5 Marks</b> <b>iii)Rs.1.5 Cr and above: 10 Marks</b>	Audit Report and Turnover Certificate	10
Work order/ MOUs/Completion certificate with at least 3 different colleges/ universities in Assam <b>i. 1-2 work orders/MoU: 0 Marks</b> <b>ii. 3-6 work orders/MoU: 5 Marks</b> <b>iii. 7 work orders/MoU and above: 10 Marks</b>	Work order/ MOUs/ Completion certificate	10

Experience of working with Assam state Govt. in last 3 years in providing APSC and UPSC coaching <b>i) 1-2 work order/MoU/completion certificate: 5 Marks</b> <b>ii) 3 and above work order/MoU/completion certificate:10 Marks</b>	Work order/ MoU/ Completion certificate	10
Proof of students who have passed in APSC examination in last 5 years <b>i) 1-30:0 Marks</b> <b>i) 31-60 students: 05 Marks</b> <b>ii) 61 and above students: 10 Marks</b>	Undertaking as mentioned in Key Submission No. 11. Names of candidates with name of post and rank to be provided.	10
Experience of working with Assam State Govt./ Autonomous Councils of Assam in providing competitive exam coaching in last 3 years with at least one order of minimum 90 lakhs rupees. <b>i) 1 work order/MoU: 0 Marks</b> <b>ii) 2-3 work order/MoU: 5 Marks</b> <b>iii) 4-5 work order/MoU: 10 Marks</b>	Work order/ MoU/ Completion certificate	10
Experience of working with Assam state Govt./Autonomous Council of Assam in last 3 years in providing training/coaching <b>i) 1-5 work order/completion certificate: 0 Marks</b> <b>ii) 5-10 work order/completion certificate: 05 Marks</b> <b>iii) 11 and above work order/completion certificate: 10 Marks</b>	Work order/ MoU/ Completion certificate	10
No. of Branches <b>i) 01-04 branches: 0 Marks</b> <b>ii) 05-07 branches: 5 Marks</b> <b>iii) 08-10 branches: 10 Marks</b>	Rent Agreement /MoU and Class photograph(s)	10
Presentation (must contain list of candidates who have passed APSC examinations)		30

#### **10. Right to vary scope of work at the time of Award**

The Authority may at any time by a written order given to the bidder, make changes within the general scope of the work. If any such change causes an increase or decrease in the cost of, or the time required for, the bidder's performance of any part of the work, whether charged or not charged by the order, an equitable adjustment shall be made in the agreed Price or delivery schedule, or both, and the work order shall accordingly be amended.

#### **11. Right to accept any Bid and to reject any or all Bids**

The Authority reserves the right to accept any bid, and to annul the bid process and reject any or all bids at any time prior to award of work, without thereby incurring any liability to the affected bidders or bidder or any obligation to inform the affected bidder or bidder of the grounds for the Authority's action.

#### **12. Notification Award**

Prior to the expiration of the period of bid validity, the Authority will notify the successful bidder by e-mail or in writing by registered letter that its bid has been accepted.

#### **13. Issuance of the Work Order**

At the same, as the Authority notifies the successful Bidder that its bid has been accepted, the Authority will issue the Work Order and the successful Bidder shall have to complete the works within the stipulated time frame within which the works are to be performed/completed as per time schedule enclosed with the Work Order.

#### **14. Rejection Criteria**

Besides other conditions and terms highlighted in the bid documents, bids may be rejected under following circumstances:

- ❖ Incomplete bids that do not quote for the complete scope of work as indicated in the bidding documents, addendum, if any, and any subsequent information given to the bidder.
- ❖ Bids providing information that is found to be incorrect/misleading at any stage/ time during the bidding process.
- ❖ Technical Bid containing financial details.
- ❖ Bids that reveal prices in any form or by any reason before opening the Financial Bid.
- ❖ Bids in which the total lump sum price quoted by the bidder is not inclusive of all Taxes, Duties, Levies and other Charges.
- ❖ Bids which do not confirm unconditional validity of the bid for 90 days from the last date of submission of bid.
- ❖ Bids where prices are not firm during the entire duration of the contract and /or with any qualifications.
- ❖ Bids that do not confirm unconditional acceptance of full responsibility of executing the “Scope of Works” of this Bidder.
- ❖ Bids in which the bidder seeks to influence the Authority’s bid evaluation, bid comparison or contract award decisions.

#### **15. General**

- ❖ Bidder shall not make any alteration/charges in the bid after the closing time and date. Unsolicited correspondences from bidder will not be considered.
- ❖ If at any stage of bidding process or during the currency of the work, any suppression/falsification of such information is brought to the knowledge of the Authority, the Authority shall have the right to reject the bid or cancel the work order, as the case may be, without any compensation to the bidder.
- ❖ The bidder deemed to have complied with all clauses in the bid under all the sections/ charges of the Bidding document, unless otherwise stated in the deviation statement. Evaluation will be carried out on the available information in the bid.
- ❖ Any other point, which may arise at the time of evaluation, will be decided by Authority for assessment of the bids.

#### **16. Other Important Information**

- a. The Authority reserves the right to cancel the work order of any agency/ agencies in case of change in the procedures or unsatisfactory services.
- b. In the event of any dispute, the Tribunals and Courts in Guwahati will have the exclusive jurisdiction in respect of all matters pertaining to the agreement between agency and the Authority.

#### **17. Confidentiality:**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the agencies who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any agency of confidential information related to the process may result in the rejection of its proposal and may be subject to the provisions of the Authority’s antifraud and corruption policy.

## SECTION-2

### Instructions to Agencies

Sl No.	Particular	Details
1.	Name of the Authority	Director, Welfare of Scheduled Castes & Backward Classes, Govt. of Assam
2.	Name of the assignment /job	<b>Expression of Interest for Selection of Institute for providing Vocational Training to APSC aspirants under Tai Ahom Development Council, Assam</b>
3.	Address	O/o Directorate of Welfare of SC & BC, Assam & Office of the Member Secretary, OBC/General Dev. Council, Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06
4.	Proposals must remain valid days after the submission date, i.e until	90 Days
5.	Proposal combination	Submission of the technical proposal in improper form will render the proposal liable to be rejected.
6.	The format of the technical proposal to be submitted are-	
6.1	Documents listed in 9 (a)	Key Submissions
6.2	Annexure A	Proforma for bid and acceptance of conditions
6.3	Annexure B	Undertaking
6.4	Form Tech 1	Letter of proposal submission
6.5	Form Tech 2	Details of the bidder
6.6	Form Tech 3	Experience of agency in providing training
6.7	Form Tech 4	List of faculty with organisation
6.8	Form Tech 5	List of students who have cleared APSC
6.9	Earnest Money Deposit in form of FD/DD/BG	Rs. 1,80,000/-
6.10	Bid Processing Fees/tender Fees	Not required

**ANNEXURE A**

**PROFORMA FOR BID AND ACCEPTANCE OF BID CONDITIONS**

(To be uploaded by the Bidder on his/her letter head of Lead Partner during submission of bid online)

To:

The Director, Welfare of SC & BC, Assam  
Guwahati-06, Assam

Sub: BID for the Work .....

EOI No.: ..... dated.....Tender Id No: .....

Dear Sir,

This has reference to above referred bid. I/we have read and examined the conditions of contract, Scope of Work, technical specifications, Price Bid and other documents carefully.

I/We am/are pleased to submit our bid for the above work. I/We hereby unconditionally accept the bid conditions and bid documents in its entirety for the above work and agree to abide by and fulfil all terms and conditions and specifications as contained in the bid document. I/we here by submit all the documents as required to meet the eligibility criteria as per provision of the bid notice/document. I/We hereby confirm that this bid complies with the Bid validity, Bid security and other documents as required by the Bidding documents.

If any information furnished by me/us towards eligibility criteria of this bid is found to be incorrect at anytime, penal action as deemed fit may be taken against me/us for which I/We shall have no claim against Directorate of Welfare of SC & BC, Assam.

Until a formal agreement is prepared and executed, this bid and your subsequent Letter of Acceptance/Work Order shall constitute a binding contract between us and Directorate of Welfare of SC & BC, Assam.

Yours faithfully,

Signature of Bidder

OR

Authorized Signatory,

**ANNEXURE B**

**UNDERTAKING**

(To be submitted by the Bidder on his/her letterhead of Lead Partner during submission of bid online)

I/We.....Partner/Legal Attorney/Director/  
Accredited Representative of..... , solemnly declare that:

1. I/We am/are submitting Bid for the work.....against Bid Notice No.....Dated. .... and I/we offer to execute the work In accordance with all the terms, conditions and provisions of the bid.
2. Myself/ Our Partners/Directors don't has/have any relative as employee of Director, Welfare of SC & BC, Assam.
3. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this Bid is complete, correct and true.
4. All copy of documents and credentials and documents submitted along with this Bid are genuine, authentic, true and valid.
5. I/We here by authorized department to seek references/clarifications from our Bankers.
6. \*\*I/We have not been banned or delisted by any Govt., or PSUs.
7. If any information and document submitted is found to be false/ incorrect at any time, department may cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues including Earnest Money and banning/ delisting of our organisation and all partners of the organisation etc.
10. \*\*I/ We hereby declare that we have not occupied the quarter/ premises of Directorate, Welfare of SC & BC, Assam without authorization.

Dated.....

Signature of the Bidder

## ANNEXURE C

### **AGREEMENT FORMAT FOR POWER OF ATTORNEY FOR LEAD MEMBER OF CONSORTIUM POWER OF ATTORNEY (In 100 Rupees Stamp Paper)**

Whereas the Awarder Directorate of Welfare of Scheduled Castes & Backward Classes, Assam has invited applications from interested parties. Whereas, the member of the Consortium are interested in bidding for the Project and implementing the Project in accordance with the terms and conditions of the tender document and other connected documents in respect of the Project.

Whereas, it is necessary for the members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium's bid for the Project.

NOW THIS POWER OF ATTORNEY WITNESS THAT:

We, \_\_\_\_\_ and  
\_\_\_\_\_ as partners  
in \_\_\_\_\_ Consortium do hereby designate Mr./Ms.  
\_\_\_\_\_ Designation: \_\_\_\_\_, to do on behalf of the  
Consortium, all or any of the acts, deed or things necessary or incidental to the Consortium's  
bid for the Project, including submission of application / Proposal, participating in bid,  
conference, responding to queries, submission of information / documents and generally to  
represent the Consortium in all its dealings with AWARDER, any other Government Agency  
or any person, in connection with Project until culmination of the process of bidding.

We hereby agree to ratify all acts, deeds and things lawfully done by Lead Member our said  
attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our  
aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_ month, 2024.

Signature of authorized signatory of Lead Partner

Signature of authorized signatory of Second Partner

**ANNEXURE- D**

**PROFORMA FOR EXECUTION OF AGREEMENT.**

**(TO BE EXECUTED BEFORE ISSUANCE OF WORK ORDER)**

**(Specimen to be vetted by Legal Department) STAMP PAPER**

(of appropriate value as per Stamp Act)

This agreement is made on.....day of.....between (Name of Company) having its registered office at ..... (here in after called the, COMPANY" which expression shall, unless repugnant to the subject or context, include its successors and assignees) of the one part and ( Name of the Contractor ) carrying on business as a (partnership/proprietorship/Ltd. Co. etc.) firm under the name and style. (here in after called the,, said Contractor "which expression shall, unless the context requires otherwise include them and their respective heirs, executors, administrators and legal representatives) of the other part.

Whereas the Director, Welfare of Scheduled Castes & Backward Classes, Assam invited tenders for the work of "....." and whereas the said Contractor/ Firm submitted tender for the said work and deposited a sum of Rs. .... as Earnest Money and whereas the tender of the said contract has been accepted by the office for execution of the said work.

**NOW THIS AGREEMENT WITNESS THE AS FOLLOWS:**

- 1) In this agreement words and expressions shall have the same meaning as respectively assigned to them in the tender papers hereinafter referred to.
- 2) The following documents which are annexed to this agreement should be deemed to form and be read and construed as part of this agreement.
- 3) In consideration for the payment of the sum of Rs..... (W/O Value; both in words and Figures)

IN WITNESS WHEREOF THE parties herein have set their hands and seals the date and year above written.

1 Partner

Signature

.

2 Partner

Signature

On behalf of M/S.....

Signed by Sri..... on behalf of Directorate of Welfare of Schedule Castes & Backward Classes, Assam in presence of-

1. Name:  
Address:

Signature

2. Name  
Address:

Signature

Cover Letter  
(On Letterhead of the Lead Partner)

**To,  
Director,  
Directorate of Welfare of SC & BC, Assam  
& Member Secretary, OBC/General Dev. Council,  
Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06, Assam**

**Sub: Submission of Technical Bid**

**EOI No.:** \_\_\_\_\_

**Dear Sir/Ma'am,**

With reference to the above, I/We would like to inform you that having examined the EOI Document for 'Selection of Institute for providing Vocational Training to APSC aspirants under Tai Ahom Development Council, Assam', application form including guidelines for submission, scope of work etc., we hereby submit the Technical Proposal sealed in an envelope for our selection.

We hereby declare that:

- (i) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client
- (ii) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Tender Document
- (iii) We have no conflict of interest as stated in the Tender document
- (iv) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client
- (v) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment immediately in consultation with the Client and as per provisions stipulated in the Tender document. We understand that the Client is not bound to accept any Proposal that the Client receives.

Sincerely,

Authorized Signatory  
Name & Designation:  
Phone No. & Email:

## Details of the Bidder

(On the Bidder's Letter Head) (In case of consortium, both parties must fill the tech)

<b>A</b>	<b>Organization Profile</b>		
1	Name of the organization, complete postal address with PIN, Mobile /Telephone No., E-Mail Id, Website		
2	Registration number, date of registration, validity of registration, Act under which registered		
3	Status of the organization (i.e. Company/Society etc.)		
4	PAN& TAN Number		
5	Name & designation of Contact person For this EoI with Tel No./Mobile No.		
6	Details of existing Training Center (s)in Assam	Location of the center with postal address	Contact person Name & Telephone No., Mobile No., Email ID

**EXPERIENCE OF AGENCY IN PROVIDING TRAINING**

(On the Letter head of the Lead Partner)

**Note: Only Assam State Governments/Autonomous Council of Assam work orders to be considered**

<b>Name of Client &amp; Address</b>	<b>Assignment Name &amp; Type</b>	<b>Value of Assignment (Rs.)</b>	<b>Work Order Attached in Page No.</b>

**Note : In case of consortium, details can be of either primary & secondary bidder.**

(Signature of the Authorized Person)

Date:

Seal:

**LIST OF FACULTY WITH ORGANISATION/AGENCY**  
**(Must have Minimum 15 Faculty)**

Name of Faculty	Subject	Qualification	Years of experience

(Signature of the Authorized Person)

Date:

Seal:

**LIST OF STUDENTS WHO HAVE CLEARED APSC FROM  
ORGANISATION/ AGENCY**

<b>Name of Student</b>	<b>Name of exam cleared</b>	<b>Rank</b>	<b>Year of passing</b>

(Signature of the Authorized Person)

Date:

Seal:

### Section 3: Financial Proposal

#### FORM FIN-1

#### FINANCIAL BID

#### PRICE SCHEDULE

<b>Tender Inviting Authority:</b> Directorate of Welfare of SC & BC, Assam & Office of the Member Secretary, OBC/General Dev. Council, Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06		
<b>Name of Work:</b> Expression of Interest for Selection of Institute for providing Vocational Training to APSC aspirants under Tai Ahom Development Council, Assam		
Ref. No:		
Name of the Bidder/Bidding Firm/Company		
PRICE SCHEDULE FOR 30 CANDIDATES (12 MONTHS)		
SL. No.	PARTICULARS	RATE(Inclusive of all taxes)
1	Tuition Fees	
2	Study Materials (including laptop, mock tests, etc.) Cost also includes screening test	
3	Monthly expenditure for 30 students for 12 months (Travel, hostel fees, food) @ Rs. 15,000/- per month (fixed)	
5	Others (if any) (please elaborate)	
Total Cost:		
Total in figures:		