

**Request for
Expression of Interest
for
Empanelment of
Govt. Registered Firms/ Agencies to Conduct
"Tourism Awareness Program"**

**Last Date for Submission: 13/02/2025 (Thursday)
on or before: 2pm**

Invited by:

**Directorate of Tourism,
Government of Assam**



**GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF TOURISM
STATION ROAD, PANBAZAR, GUWAHATI-1**

Ph.-03612547102
No. 543298/11/

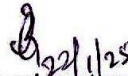
email: director-tourism@assam.gov.in
Dated: Guwahati, the 22nd January, 2025

PRESS NOTICE (E-PROCUREMENT NOTICE)

Director of Tourism, Govt. of Assam invites EOIs for empanelment from reputed Govt. registered firms / agencies for conducting "Tourism Awareness Program" at various parts of Assam.

The EOI and other details can be downloaded from the e-procurement portal of Govt. of Assam www.assamtenders.gov.in from 3.00 PM of **22.01.2025** to 2.00 PM of **13.02.2025**.

The undersigned reserves the right to accept / reject any or all the EOIs without assigning any reason thereof. No minimum amount of work is guaranteed to any bidder and this notice is to empanel ready pool of competent agencies for the required services / work.



Director of Tourism, Assam
Station Road, Guwahati-1

Dated: Guwahati, the 22nd January, 2025

Memo No. 543298/11/3600-03

Copy to:

1. The Secretary to the Govt. of Assam for kind information.
2. The Director of Information and Public Relation, Dispur, Guwahati – 6, for information and necessary action. He is requested to publish the Press Notice in one local English daily & one in an Assamese daily in one issue.
3. The Notice Board of the Directorate of Tourism and Assam Tourism Development Corporation Ltd. Office.


Director of Tourism, Assam
Station Road, Guwahati-1



**GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF TOURISM
STATION ROAD, PANBAZAR, GUWAHATI-1**

Ph.-03612547102
No. 543298/11/

email: director-tourism@assam.gov.in
Dated: Guwahati, the 20th January, 2025

DETAIL NOTICE INVITING BID
(E-PROCUREMENT NOTICE)

1) Director of Tourism, Govt. of Assam invites EOIs for empanelment from reputed Govt. registered firms / agencies for conducting "Tourism Awareness Program" at various parts of Assam. The EOI and other details can be downloaded from the e-procurement portal of Govt. of Assam www.assamtenders.gov.in from 3.00 PM of **22.01.2025** to 2.00 PM of **13.02.2025**. The undersigned reserves the right to accept / reject any or all the EOIs without assigning any reason thereof. No minimum amount of work is guaranteed to any bidder and this notice is to empanel ready pool of competent agencies for the required services/work.

2) Reputed Govt. registered firms / agencies having experience in similar nature of works with the E-tendering system provider for participating in the bidding process. The Bidding document may be downloaded through the www.assamtenders.gov.in by using their own user ID.

3) Online submission of Technical Bid is mandatory. Manual submission (without online submission) of bid will be considered as non-responsive. Bidders are to submit the required papers for technical bid by scanning and uploading the same before the expiry of the date.

4) The Bidder has to submit a Cost of Bid/ Bid Processing Fee of Rs. 1,000.00 (One Thousand) only through E-Procurement portal by net banking or RTGS/NEFT (Non refundable).

5) The Bidder has to submit a Bid Security/ Earnest Deposit of Rs. 50,000.00 (Fifty Thousand) only through E-Procurement portal by net banking or RTGS/NEFT.

6) The activity schedule for tendering process of the above mentioned packages shall be as per the schedule shown below:-

| Sl.No. | Schedule | Start Date | Start Time | End Date | End Time |
|--------|--------------------------|--|------------|------------|----------|
| 1 | Bid Download | 22.01.2025 | 3.00 PM | 13.02.2025 | 2.00 PM |
| 2 | Pre Bid meeting date | 30.01.2025 | 12.00 Noon | | -- |
| 3 | Bid submission date | 22.01.2025 | 3.00 PM | 13.02.2025 | 2.00 PM |
| 4 | Bid opening date | 15.02.2025 | 3.00 PM | | -- |
| 5 | Power Point Presentation | 17.02.2025 | 12.00 Noon | | |
| 6 | Tender Committee Meeting | As fixed by Authority | | | |
| 7 | Letter of Acceptance | Within 3 days after Tender Committee | --- | --- | --- |
| 8 | Final Work Order | After signing / Acceptance of the Tender Agreement | --- | --- | --- |
| 9 | Work started | Within 7 days after Final Work Order | --- | --- | --- |

7) A pre-bid meeting will be held on 30.01.2025 at 12.00 Noon at the office of the Directorate of Tourism Assam, to clarify the issues and to answer questions on any matter that may be raised.

9) Original copy of the following documents must be submitted on **13.02.2025** upto **2.00 PM** at the office chamber of the undersigned.

- a) Power of Attorney for signing the Bid.
- b) Original copy of Banker Certificate for Credit facility.

10) A hard copy of the bid submitted online is to be submitted on **13.02.2025** upto **2.00 PM** for evaluation purpose. For any discrepancy between the online bid and the hard copy of the bid, the online bid will govern and will be considered for evaluation.


12) Bidders Minimum Qualification Criteria:

- i. Experience of having successfully completed similar nature of works during last 3 years (Past experience of the bidder in conducting Tourism Awareness Program as per the scope of the work) ending last day of month previous to the one in which Bids are invited (as per scope of work) (Tourism Awareness Program)].
- ii. Bidders must submit Audited Balance sheet in support of his financial credentials for the last 5 (five) years along with turnover certificate from CA.

13) If the office happens to be closed on the date of receipt of the Bid / Hard copy

as specified, the Bid will be received and opened on the next working day at the same time & venue.

14) Bidders who do not fulfill the requirements need not participate in the Bid process.

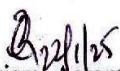

Director of Tourism, Assam
Station Road, Guwahati-1

Memo No. 543298/11/ 3663-05

Dated: Guwahati, the 22nd January, 2025

Copy to:

1. The Secretary to the Govt. of Assam for kind information.
2. The Director of Information and Public Relation, Dispur, Guwahati – 6, for information and necessary action. He is requested to publish the Press Notice in one local English daily & one in an Assamese daily in one issue.
3. The Notice Board of the Directorate of Tourism and Assam Tourism Development Corporation Ltd. Office.


Director of Tourism, Assam
Station Road, Guwahati-1

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1. Disclaimer

This EoI is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The information contained in this document (the “EoI”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this EoI and such other terms and conditions subject to which such information is provided. The purpose of this EoI is to provide interested parties with information that may be useful to them in making their proposals/responses pursuant to this EoI. This EoI includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This EoI may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this EoI. The assumptions, assessments, statements and information contained in the Bidding Documents, especially the Feasibility Report, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this EoI and obtain independent advice from appropriate sources.

Information provided in this EoI to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EoI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EoI and any assessment, assumption, statement or information contained therein or deemed to form part of this EoI or arising in any way for participation in this Bid Stage.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this EoI.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EoI.

The issue of this EoI does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder/Consortium or Contractor, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome.

2. Qualification of the Bidder

2.1. All bidders shall include the following information and documents with their bids.

- i) Copies of Original documents defining the constitution or legal status, place of registration and principal place of business; written power of attorney of the signatory of the Bid to commit the bidder;
- ii) Total monetary value of similar nature of work performed during each of the last three years;
- iii) Qualifications and experience of key site management personnel;
- iv) Bidders must submit Audited Balance sheet in support of his financial credentials for the last 5 (five) years along with turnover certificate from CA and IT returns.
- v) Authority to seek references from the Bidder's Bankers;
- vi) Information regarding any litigation, current or during the last five years in which the Bidder is involved, the parties concerned and disputed amount, type of dispute and should be submitted.
- vii) Certificate of Incorporation/ Registration Certificate.
- viii) Copy of PAN Card.
- ix) Bank Details.
- x) Copy of Trade License
- xi) GST registration Certificate
- xii) UDYAM Registration (if any)

2.2. Cost of Bidding

The Bidder has to submit Bid Processing Fee **Rs. 1,000.00** through E-Procurement portal by net banking or RTGS/NEFT (Non refundable).

2.3. Bid Security / EMD

The Bidder has to submit Bid Security / EMD Fee **Rs. 50,000.00** through E-Procurement portal by net banking or RTGS/NEFT (Refundable).

3. Data Sheet

EoI are invited from eligible Applicants for Empanelment of Govt. registered Firms, Agencies to conduct "Tourism Awareness Program".

| Sl.No. | Category | Details |
|--------|---|---|
| a) | Name of the Work | Empanelment of Govt. registered Firms, Agencies to conduct "Tourism Awareness Program" |
| b) | Name of the issuer of this EoI | Directorate of Tourism, Government of Assam |
| c) | Bid Download | 22/01/2025 at 3.00 PM to 13.02.2025 at 2.00 PM |
| d) | Last Date for Submission of EoI | 13/02/2025 at 2.00 PM |
| f) | Pre Bid Meeting | 30/01/2025 at 12.00 Noon |
| g) | Bid Opening Date | 15/02/2025/ (03:00 PM) |
| h) | Presentation Date | 17/02/2025 (12:00 Noon) |
| i) | Date of Technical Presentation/ In person Interview (10-minute presentation slot) | On need basis, the representatives from the shortlisted Firms/ Agencies will be called for small demo (PPT) |
| k) | Place of EoI Opening | Conference hall of the office of the Director of Tourism, Assam Station Road, Guwahati - 1 |
| l) | Address of Communication | Directorate of Tourism, Assam, Station Road, Guwahati - 781001, Assam |
| m) | EoI Submission | Online |

4. Terms of Reference:

4.1 About "Tourism Awareness Program"

The Tourism Awareness Program under the Department of Tourism, Government of Assam, aims to promote responsible tourism and highlight the rich cultural and natural heritage of the region. This initiative focuses on educating local communities, stakeholders, and tourists about sustainable practices, the importance of preserving natural resources, and the benefits of tourism for local economies.

Key components of the program include:

- a) **Workshops:** Organizing workshops for local guides, businesses, and community members to enhance their knowledge about tourism management and sustainable practices.
- b) **Community Engagement:** Involving local communities in tourism planning and development to ensure that they benefit from tourism activities while preserving

their culture and environment.

- c) **Promotional Activities:** Conducting campaigns to raise awareness about Assam's diverse attractions, including wildlife, heritage sites, and festivals, encouraging both domestic and international tourism.
- c) **Collaboration with Stakeholders:** Partnering with NGOs, travel agencies, and educational institutions to create a network of support for sustainable tourism initiatives.
- d) **Resource Development:** Creating informative materials and resources, such as brochures and digital content, to educate tourists on responsible behaviour while visiting Assam.

By fostering a culture of awareness and responsibility, the program seeks to enhance the overall tourism experience while ensuring that the natural and cultural heritage of Assam is preserved for future generations.

4.2 Scope of Work:

- a) It is proposed that the awareness programme should empower individuals to emerge as a professional
- b) List of Modules to be included in the awareness programme
 - (i) Introduction to Tourism & Hospitality,
 - (ii) History and Geography of the State of Assam
 - (iii) Culture of Assam.
 - (iv) Different Tourism products of Assam.
 - (v) Communication skills & Etiquette.
 - (vi) Personality Development.
 - (vii) Behavioural skills/Attitudes.
 - (viii) Basic Foreign Language (English, French, German etc.)
 - (ix) Business Development & Preparing Itineraries .
 - (x) First Aid/Emergency.
 - (xi) Security.
- c) Venue arrangement in any District within Assam.
- d) The Empanelled Agency will retain the sole ownership of course contents, delivery aids, and course material formulated or developed for this purpose. However, Tourism Department may use these materials under a Creative Commons License for distribution, use specifically giving credit to the concerned Expert.
- e) Arrangement of field trip.
- f) Refreshment for the participants/ resource persons etc. during the Awareness Program.
- g) Accommodation for the participants/ resource persons etc. as per requirement.
- h) Photography, Videography documentation of the Awareness Program.
- i) Record keeping of the participants details, attendance etc.
- j) Providing course materials etc. to the participants.
- k) Providing necessary kit to the participants.

5. Empanelment Period:

- a) The selected Individual Firms, Agencies will be empanelled for an initial period of

- 3 (three) years from the date of issue of empanelment order.
- b) This empanelment may be renewed on yearly basis for another 2 (two) years on satisfactory performance and the ongoing needs of the Tourism Awareness Program under Tourism Department.
 - c) The empanelment does not guarantee a minimum number of engagements but provides the opportunity to contribute to various Tourism Awareness Program/ similar activities of program as they arise.
 - d) Directorate of Tourism, Assam reserves the right to review and terminate the empanelment at any time if the expert's performance is found unsatisfactory or in violation of the terms of engagement, without advance notice.

6. General Terms:

- a) All communications including Expression of Interest will be issued in English language only.
- b) EoI submitted in any other mode shall not be considered and shall be rejected.
- c) No Applicant shall submit more than one EoI.
- d) The Applicants shall be responsible for all of the costs associated with the preparation of their EoI and their participation in the Selection process including visits to Directorate of Tourism, Assam for interview/presentation etc., if necessary.
- e) Directorate of Tourism, Assam will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection process.

7. Right to reject any or all EoIs:

Notwithstanding anything contained in this document, Directorate of Tourism, Assam reserves the right to accept or reject any EoI and to annul the Selection Process and reject all EoIs, at any time without any liability or any obligation for such acceptance, rejection, or cancellation.

8. Eligibility Criteria for Empanelment:

The bids submitted, will be evaluated based on their expertise, experience, and suitability for the specific domains required for the Awareness Program and information supplied by the bidders in their bid (as per the following criteria at clause 8.1 and 8.2 of this tender document) as well as all other relevant documents submitted by the bidder.

Criteria for the Empanelment of the Tourism Awareness Programme Service Provider Agencies

8.1 Evaluation Committee: The Evaluation Committee constituted by the Competent Authority shall evaluate the Bids as per procedures.

8.2 For Service Provider Agencies:

| SN | Requirements | Supporting Documents |
|-----------|--------------------------------------|--|
| 1. | Profile of the Service Provider Firm | Brief Portfolio of the Agency / Organisation / Firm including Description of Activities (Self-Attested Copies) |

| | | |
|----|--|--|
| 2. | Applicant Address must valid IDs Address proof, PAN Card, bank documents, Trade License and GST registration | <ul style="list-style-type: none"> i) Certificate of Incorporation/ Registration Certificate ii) PAN Card iii) Bank Details iv) Trade License v) GST registration Certificate vi) UDYAM Registration (if any) vii) 3 years IT return or CA report. (All Self Attested Copies) |
| 3. | EMD | The tenderer will have to deposit earnest money / EMD of Rs. 50,000/- (Rupees Fifty Thousand Only) through E-Procurement portal by net banking or RTGS/NEFT. |
| 4. | The Applicant must have previous experience of conducting Awareness Program / Capacity Building Or similar activities for Tourism & Hospitality under Government sector during last three financial years i.e. 2021-22, 2022-23 and 2023-24. | <ul style="list-style-type: none"> i) Brief Description of Awareness Program / Capacity Building Programmes undertaken in last 3 (three) Years along with supporting documents. ii) Work Order/ Letter from the organisers. |
| 5. | The Applicant should have furnish duly signed self-declaration for not being black listed from any State/ Central Government/ PSU/ Autonomous Body etc. as per Annexure - B attached. | Duly seal & signed self-declaration. |
| 6. | Should have a Panel of Skilled Faculties in various trades, who can communicate in the local language of Assam and must be well versed in English. | <ul style="list-style-type: none"> i) Number of faculties/Associate Faculties ii) Brief CV along with educational / experience / degree / Diploma / certificate of Trainers / Resource persons etc. should be attached. |
| 7. | Applied Agencies/ Organisations/ Firms should have a Govt. registered office in the State of Assam. | Proper Govt. registration certificate to be attached with the EoI. |
| 8. | Ability of the bidder to develop content for conducting the Tourism Awareness program in the local language of Assam & English. | Options of the contents for the "Tourism Awareness Program" to be submitted along with the bid documents. |
| 9. | The Applicant should demonstrate a Power Point Presentation covering Organizational Profile, Faculty details, Awareness Program methodology & evaluation and Previous work done etc. | The Power Point Presentation in soft copy & hard copy has to be submitted to this office, prior to the date of presentation which will be intimated to all shortlisted applicants after fixing of the same by the Competent Authority. |

9. Evaluation Marking Chart

| Sl. | Evaluation Parameter | Marking |
|-----|--|--|
| 1. | Past Experience of the bidder in conducting Tourism Awareness program as per the scope of work of the EoI in the last 3 Financial years i.e 2021-22, 2022-23 & 2023-24 | 1 Assignment – 10 marks 2 Assignments – 20 marks 3 Assignments or more – 30 marks |
| 2. | Ability of the bidder to provide skilled faculties who can communicate in the local language of Assam & English. (Resumes of the skilled faculties to be submitted) | 4 Resumes – 10 marks 8 Resumes – 20 marks 12 Resumes or more – 30 marks |
| 3. | Ability of the bidder to develop content for conducting the Tourism Awareness Program in the local language of Assamese & English. | 1 Assignment – 5 marks, 2 Assignments – 10 marks, 3 Assignments - 15 marks 4 Assignments or more – 20 marks |
| 4. | Presentation covering Organisation profile, Faculty details, awareness Methodology and Past Experience. | 20 marks |

Note:

- i) Please submit application in the above format, as applicable with the covering letter as per **Annexure - A** attached.
- ii) The cut of mark for the selection of the empanelled Agencies/ Organisations/ Firms will be 70 in total.
- iii) Only the bids containing the minimum requisite documents as specified in Clause 8.2.2. shall be evaluated/considered for further processing.

10. INSTRUCTIONS TO APPLICANT

A. Empanelment Procedure:

- i) Bidders may apply for empanelment only through this EoI.
- ii) Bidders shall fill in the Annexures and submit all necessary documents to meet the Eligibility and Evaluation criteria along with the EoI in <http://www.assamtenders.gov.in>
- iii) Committee shall evaluate the capacity of an applicant as per Evaluation criteria and supporting documents/attachments submitted therein.
- iv) Bidder qualifying and meeting the minimum required criteria and making responsive submission shall be recommended for empanelment under the respective lot.
- v) Empanelment of agency shall not imply any commitment of minimum work.

B. Award of work and Competitive Bidding

On identification of such required services from the agencies, detailed RFP from the empanelled Agencies / Organisations / Firms will be invited and accordingly the lowest bidder will be selected to award for the required assignment.

C. General Information:

- i. The Bidder must submit the EoI online on the e-procurement website.

- ii. Corrupt and Fraudulent Practices – Director of Tourism, Government of Assam requires compliance on the bidder's part with Government of Assam's policy in regard to corrupt and fraudulent/prohibited practices as set forth in this proposal.
- iii. Conflict of Interest - The agency is required to provide professional, objective, and impartial services, at all times holding Director of Tourism, Government of Assam interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work. The agency has an obligation to disclose to Director of Tourism, Government of Assam any situation of actual or potential conflict that impacts its capacity to serve the best interest of Director of Tourism, Government of Assam. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract and/or sanctions by the Government.
- iv. In preparing the Proposal, bidders are expected to examine the EoI document in detail. Material deficiencies in providing the information requested in the EoI document may result in rejection of the Proposal.
- v. The bidders shall bear all costs associated with the preparation and submission of proposal, and Director of Tourism, Government of Assam shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. Director of Tourism, Government of Assam is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the bidders.
- vi. The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Agency/Suppliers and Directorate of Director of Tourism, Government of Assam, shall be written in English only. All documents produced as Annexures in any Language, other than English, should be accompanied by certified translated copy in English.
- vii. Confidentiality - From the time the Proposals are opened to the time the agencies are empanelled, the bidders should not contact any of the officials of Director of Tourism, Government of Assam on any matter related to the selection process. Information relating to the evaluation of Proposals and empanelment recommendations shall not be disclosed to the bidders or to any other party not officially concerned with the process, until the entire process of empanelment is duly completed.
- viii. Any attempt by the bidders or anyone on behalf of the bidders to influence improperly Director of Tourism, Government of Assam in the evaluation of the Proposals or Empanelment decisions may result in the rejection of its Proposal, and may be subject to the application of prevailing Government sanctions procedures.
- ix. Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Empanelment notification, if the bidder intends to contact Director of Tourism, Government of Assam on any matter related to the selection process, it should do so only in writing.
- x. Bidders shall submit all the necessary documents along with the EoI before the last date & time for online submission. Proposal received after the submission deadline will be treated as non-responsive and will be excluded from further evaluation process.
- xi. Joint Ventures / Consortiums are not allowed.

- xii. EoI's must be direct, concise, and complete. Director of Tourism, Government of Assam will evaluate bidder's proposal based on its clarity and directness of its response to the requirements of the project as outlined in this EoI document.
- xiii. Bidders shall furnish the required information on their EoI proposal in the enclosed formats only. Any deviations in format or if the proper information is not provided, the EoI will be liable for rejection.
- xiv. EoI Evaluation committee may seek further clarification, if required, while evaluating the proposal.
- xv. The EoI opening date, time and the address are as stated in the EoI document.
- xvi. Arbitration and Jurisdiction will be under the purview of legal framework of Guwahati.
- xvii. Amendment of EoI Document: At any time prior to the deadline for submission of the EoI, Director of Tourism, Government of Assam may for any reason, modify the EoI document. The amendment document shall be notified through the website <http://www.assamtenders.gov.in> and such amendments shall be binding on all the bidders.
- xviii. Disqualification: Director of Tourism, Government of Assam, may at its sole discretion and at any time during the evaluation of EoI, disqualify any applicant, if the applicant;
 - a. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
 - b. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures etc. in any of the projects in the preceding three years;
 - c. Submitted a proposal that is not accompanied by required documentation or is non-responsive to the requirement of this EoI document.
 - d. Failed to provide clarification related thereto, when sought;
 - e. Was declared ineligible/blacklisted by State/UT/Central Government;
 - f. Tried to influence the evaluation process either directly or indirectly
 - g. Any other reason as per relevant rules or justified grounds for rejection.
- xix. Area of Work: The empanelled agencies will cater to the specific needs of Director of Tourism; Government of Assam and the services may be needed to be delivered throughout the state of Assam. Details of the required services shall be intimated time to time.
- xx. Termination: If in the view of Director of Tourism, Government of Assam, the performance of an agency is not satisfactory, then Director of Tourism, Government of Assam may at its sole discretion, terminate the empanelment, for that particular project as well as terminate the agency's engagement with Director of Tourism, Government of Assam, Assam and in doing so, shall intimate the agency in written with the termination letter.
- xxi. The decision of Director of Tourism, Government of Assam in the above matters shall be final and binding.

11. Refund of EMD:

EMD of all the bidders will be refunded after uploading of Award of Contract (AOC) in the e-procurement portal www.assamtenders.gov.in .

- a) The last date for submission of tender documents: 13/02/2025 at 2 PM through *assamtenders.gov.in* and will be opened on 15/02/2025 at 3 PM in presence of all the tenderers or their representatives.
- b) The Directorate of Tourism, Assam reserves the right to reject any or all offers without assigning any reasons thereof.

Covering Letter:

To,
The Director of Tourism, Assam
Government of Assam,
Station Road, Guwahati- 781001

Date:

Sub: Response to EoI for Empanelment of Awareness Programme for
Tourism Department, Govt. of Assam.

Dear Sir,

1. With reference to the EoI document dated <.....>, I have examined the EoI document and understood its contents and hereby submit our application for the aforesaid Project. The application is unconditional.

2. I acknowledge that for evaluation of proposal the information provided in the application and the documents accompanying the application for selection will be relied upon, and I certify that all information provided herein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the application are true copies of their respective originals.

3. I shall make available any additional information if found necessary or required to supplement or authenticate the application.

4. I acknowledge that the Evaluation committee has complete right to reject our application without assigning any reason.

5. I declare that:

a) I do not have any conflict of interest in accordance with this document

b) I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for qualification issued by or any agreement entered with the Authority or any other public-sector enterprise or any Government, Central or State; and

6. I understand that you may cancel the process at any time and that you are neither bound to accept any application that you may receive nor to invite the applicants to apply for the Project, without incurring any liability to the applicants.

7. I/We undertake that in case of any change in facts or circumstances during the application process, I am attracted by the provisions of disqualification in terms of this EoI and shall intimate the Authority of the same immediately.

8. I hereby irrevocably waive any right which we may have at any stage of law or howsoever otherwise arising to challenge or question any decision taken by the Evaluation Committee/or evaluation of proposal in connection with the selection of the applicant, or in connection with the selection/ application process itself, in respect of the above-mentioned

Project and the terms and implementation thereof.

9. *I agree and understand that the selection is subject to the provisions of the application documents. In no case, I shall have any claim or right of whatsoever nature if the Project did not empanel me or my application is rejected or not opened.*

10. *I agree and undertake to abide by all the terms and conditions of the Eol.*

Date:

Place:

Yours faithfully

(Signature, name and designation of the authorized signatory)

Affidavit regarding- NON-BLACKLISTING (to be submitted with the Bid)
on stamp paper of Rs. 10/- duly attested by Notary Public

The Director of Tourism, Assam
Station Road, Guwahati - 1,

In response to this tender, I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt and /or fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm M/s is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission and no Criminal Case is pending against the firm/employees.

If this declaration is found to be incorrect at any stage, then without prejudice to any other action that may be taken, my/ our Earnest Money may be forfeited in full and the award of Supply Order may be cancelled.

Thanking you,

Place: _____

Signature: _____

Date: _____

Name: _____

Designation: _____

Seal of the Organization

QUALIFICATION INFORMATION

The information to be filled in by the Bidder in the following pages will be used for purposes of post qualification as provided.

1. For Individual Bidders

1.1 Constitution or legal status of Bidder :.....

Regd. No. [Attach Copy] :

Place of Registration :.....

Principal Place of Business :.....

Power of Attorney of Signatory of Bid :.....

.....

1.2 Attach Certificate from Chartered Accountant

2019-20 Rs.

2020-21 Rs.

2021-22 Rs.

2022-23 Rs.

2023-24 Rs.

2. Total monetary value of similar nature of work performed during each of the last three years.

| | Name of the Employer | Description of Work | Contract No. | Value of Contract (Rs. Crore) | Date of Issue of work order | Stipulated period of completion | Actual Date of Completion (Attach Certificate from concerned authority) | Remarks explaining reasons for delay & work completed |
|----------|----------------------|---------------------|--------------|-------------------------------|-----------------------------|---------------------------------|---|---|
| <i>1</i> | <i>2</i> | <i>3</i> | <i>4</i> | <i>5</i> | <i>6</i> | <i>7</i> | <i>8</i> | <i>9</i> |
| | | | | | | | | |

3. Existing Commitments and on-going works:

| Description Works | Place & State | Contract No. | Name & Address of Employer | Value of Contract (Rs.) | Stipulated Period of Completion | Value of works remaining to be completed (Rs.) | Anticipated date of completion |
|-------------------|---------------|--------------|----------------------------|-------------------------|---------------------------------|--|--------------------------------|
| <i>1</i> | <i>2</i> | <i>3</i> | <i>4</i> | <i>5</i> | <i>6</i> | <i>7</i> | <i>8</i> |
| | | | | | | | |

4. Works for which bids are already submitted:

| Description Works | Place & State | Name & Address of Employer | Estimated Value of Works (Rs. Crore) | Stipulated Period of Completion | Date when decision is expected | Remarks if any |
|-------------------|---------------|----------------------------|--------------------------------------|---------------------------------|--------------------------------|----------------|
| <i>1</i> | <i>2</i> | <i>3</i> | <i>4</i> | <i>5</i> | <i>6</i> | <i>7</i> |
| | | | | | | |

5. Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List them below and attach copies of support documents.

.....

6. Information on litigation history in which the Bidder is involved.

| Order Party | Employer | Cause of Dispute | Amount Involved | Remark showing present status |
|-------------|----------|------------------|-----------------|-------------------------------|
| <i>1</i> | <i>2</i> | <i>3</i> | <i>4</i> | <i>5</i> |
| | | | | |

7. Certificate of Incorporation/ Registration Certificate.

8. Copy of PAN Card.

9. Bank Details.

- 10. Copy of Trade License.....
 - 11. GST registration Certificate.....
 - 12. UDYAM Registration (if any).....
 - 13. 3 years IT return or CA report.
- (All Self Attested Copies)