



# OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

No. DU/DR(Admn.)/EOI/2025/68/294

Date:28/03/2025

## NOTICE INVITING EXPRESSION of INTEREST(EoI)

Dibrugarh University (DU) invites Expression of Interest (EoI) and Financial Proposal through <http://assamtenders.gov.in> portal from experienced/reputed Training Providers/Project Implementation Agencies for **selection/empanelment** as training provider/project implementation agency for providing Employability Enhancement Skill Development Training Program to the regular (on-campus) students of Dibrugarh University as an additional course outside their curriculum. The last date of submission of EoI with all relevant papers at the office of the undersigned is stated below.

<b>Availability of Bid papers</b>	From <b>28/03/2025</b> to <b>07/05/2025</b>
<b>Pre-Bid meeting schedule (offline as well as online):</b> <b>10/04/2025 at 11:00A.M.</b>	Offline: CHINTAN, Conference Hall, Office of the Registrar, D.U. Online: <a href="https://meet.google.com/knd-josb-iiy?hs=224">https://meet.google.com/knd-josb-iiy?hs=224</a>
<b>Last date for submission of EoI</b>	<b>07/05/2025</b> up-to 01:00P.M.
<b>Time &amp;Date of opening of EoI</b>	<b>07/05/2025</b> at 03:00P.M.
<b>Place of opening of EoI</b>	Office of the Registrar, D.U.
<b>Earnest Money Deposit (EMD)</b>	Rs.18,00,000/-(Rupees Eighteen Lakh only)(to be paid online)
<b>Cost of Document</b>	Rs.5,000/-Non refundable (to be paid online)
<b>Bid Security/Performance Guarantee</b>	Rs.22.50 lakhs (Rupees Twenty Two Lakhs and Fifty Thousand only) Within 21days of receipt of the Letter of Acceptance or before signing the contract, whichever is earlier

The bid shall be in two parts (i.e., Technical and Financial) and submitted (online)separately, within the specified timeline as mentioned above. Interested Agencies having requisite experience in the said domain are requested to send their offer in Prescribed Form along with required documents (Technical Only) in sealed envelope to the office of the undersigned on or before the last submission date. The sealed Tender documents shall have to be duly superscribed as '**Expression for Interest for providing Employability Enhancement Skill Development Training Program at Dibrugarh University**' along with advertisement notice no. in capital letters on the top of the envelope. The tender documents shall have to be addressed to '**Registrar, Dibrugarh University, Dibrugarh, Assam, Pin 786004**'.

The intended bidders need to submit the financial bid as per the BoQ based on the details provided in Annexure – VIII (Phase I & II). The marking system in the QCBS method of evaluation and finalizing the bidder will be based on the annexures mentioned.

Sd/-  
Registrar  
Dibrugarh University

Copy to:-

1. The Vice Chancellor, D.U.for favour of kind information.
2. The Deputy Registrar (Admn.), D.U. for information.
3. The Deputy Registrar, Finance and Accounts, Dibrugarh University for information.
4. The Technical Officer, D.U.for in formation and necessary action.
5. The Programmer ,D.U. for information and necessary action.
6. Office file

Sd/-  
Registrar  
Dibrugarh University

**The whole draft is divided into twenty two sections:**

## **1. Background:**

Dibrugarh University, one of the easternmost University in India, was established in the year 1965 consequent upon the provisions of the Dibrugarh University Act, 1965, enacted by the Assam Legislative Assembly. It is a leading research and innovation driven University that acts as a spatial slot to configure the socio-cultural dynamics of North East India. The University encourages myriad enterprises that harbour on a constellation of thinking, theorizing, and reflection.

Dibrugarh University is one of the educational centres of excellence, seeking to amalgamate multi-disciplinary fields with numerous theoretical perspectives, the realm of cultural diversity with the praxis of knowledge, and region-specific issues with a global horizon. The University has a prolific and productive industrial academia interface. With its strong global links in teaching and research programmes, the University offers dynamic educational experiences that prepare the next generation to lead and make a difference and thus contribute to the society at large. The University hosts 177 affiliated colleges and institutes that spread over nine districts of Assam. Dibrugarh University is a member of the Association of Indian Universities and is recognized by all the universities in India and abroad.

Dibrugarh University is situated at Rajabhetta in the district Dibrugarh and it is five kilometers to the South of the Dibrugarh town. The University is well connected by road, rails, air and waterways and has a vast sprawling campus (550 acres) set in bucolic and idyllic surroundings.

## **2. Objective:**

Expression of Interest (EOI) is an invitation to reputed and experienced Project Implementing Agencies (PIAs) for the implementation of Employability Enhancement Skill Development Training Programs in Dibrugarh University in alignment with the National Education Policy (NEP) 2020.

The objective of the EoI is to shortlist/empower Project Implementation Agency as a training provider to impart skill development training program to the regular UG/PG students (On Campus) of Dibrugarh University as an additional course outside their curriculum. The empaneled Project Implementing Agency (PIA) would impart knowledge to the students regarding the importance of critical skills such as in communication, soft skills, entrepreneurship, and technical proficiency which would enhance their employability and entrepreneurial potential, in line with NEP-2020's vision of holistic and multidisciplinary education.

On receiving of the tender documents, the Committee constituted for the said purpose would evaluate the tender documents to shortlist qualified Training Partners/Project Implement at on Agencies as per the eligibility criteria given in this EoI. After the completion of the EoI process for short listing, Dibrugarh University shall evaluate the Financial Proposal of only the short listed applicants. Interested applicants must also submit the Hard Copy of the EoI Proposal only to the office of the undersigned. Interested applicants are requested to read all the instructions and Terms and Conditions carefully before submission of the bids. Dibrugarh University reserves the right to amend the terms and conditions and cancel the same without any prior notification.

### 3. Scope of Work:

The selected Project Implementation Agency (PIA) would be required to carry out the following activities within stipulated timelines which shall be decided by Dibrugarh University.

The broad scope of work for Selected PIA is stated below. The detailed scope of work shall be incorporated into the Agreement signed between Dibrugarh University and the Selected PIA prior to execution of work. The intending Training Partner is required to provide the following services:

- a) During Batch Formation, PIA must do the prescreening of the regular students, enrolled in the UG/PG Program in consultation with Dibrugarh University.
- b) Post Batch Formation Career Counselling shall be done by the expert of PIA to set the right expectations of the students for the courses being offered.
- c) Training Centre Readiness in terms of setting up of digital classrooms & the labs with required equipment w. r. t. the Job Role/Course.
- d) Ensure the quality standards the related guidelines of Regulatory Body with regards to the training standards, infrastructure including the requirement of labs and workshops, qualifications of trainers and instructors' delivery of the course with the practical and proper assessment of the learning outcomes will be followed by the PIA.
- e) **Training:-** PIA must create a batch size of not more than 45 trainees for the conduct of Employability Enhancement Skill Development Training.
- f) **Assessments & Certification:-**
  - After completion of training, students would be assessed and certified as per the guideline of Certification of National Skill Development Corporation (NSDC) under Market Led/Fee Based Program.
  - The Project Implementation Agency should also conduct regular internal assessment in the form of quizzes, assignments and tests to develop learning habits among trainees.
- g) **Placement:-**
  - The PIA shall conduct regular Job Fairs for the students aligned with the skills delivered.
  - Employers from Assam and other parts of country shall be aligned by the selected PIA for providing skill/qualification based employment opportunity to the final year students of the university (as per Table no. 1).
- h) **Other conditions and general information:**
  - The PIA shall be responsible for all aspects of the training including centre readiness, quality of training delivery, assessment and certification, and outcomes required from the training.
  - Sufficient practical and on the job training/internship must be incorporated into the training module wherever necessary.
  - Any PIA/firm/company blacklisted/debarred by any Central / State Government/Dibrugarh University are not eligible to apply as Training partners.
  - During the inspection, if any violation of the prescribed norms is found or reported by the inspecting officer nominated by Dibrugarh University, penal action like revocation of targets, deduction shall be applicable.

- Selected bidders shall have to deposit the mentioned Security Deposit/Performance Guarantee amount in the form of Demand Draft/Banker's cheque/Fixed Deposit Receipt/Bank Guarantee in favour of Registrar, Dibrugarh University.
- The Technical Bid of all Bidders received in response to this EoI within due date and time shall be first opened for scrutinization with respect to its completeness and correctness. The bids which are complete in all respect and free from any material defect shall be scrutinized first to ascertain the eligibility as set out in Section-4. The bids which fulfill the eligibility criteria shall be subjected to further evaluation and technical scoring as per the parameter set out in Section-5.
- The financial bid of only technically qualified bidders shall be opened for evaluation.
- The bidding document with all information relating to the bidding process including eligibility criteria, evaluation and submission of bid, EMD, scope of the work and other terms and conditions is available in the e-Procurement Portal <https://assamtenders.gov.in> for download free of cost.

**Note:**

- The timelines as given above are subject to revision by the Authority of Dibrugarh University as per the emerging situation. Any changes in the timeline shall be communicated via the e-procurement portal and through university website.

#### 4. Pre-bid Meeting

The Pre-bid meeting to discuss and clarify any issues related to tender provisions including terms and conditions shall be organized as per the details with respect to the date, time and venue as mentioned in the tender document. Prospective participants may submit their written queries via email [du@dibru.ac.in](mailto:du@dibru.ac.in), if any, at least one day before the pre-bid meeting date.

The format for pre-bid queries is given as below:

Sl. No.	Tender Clause no.	Current Provision	Proposed Provision	Remarks/Justification

#### 5. Validity of the Bid:

- a) The Bid shall remain valid for a period not less than 180 days from the due date of its submission as specified in the tender document. A bid with a shorter validity period shall be rejected by the tender inviting authority as non-responsive.
- b) In exceptional circumstances, prior to expiry of the original time limit, the tender inviting authority may request the Bidders to extend the period of validity with mutual consent. The request and the Bidder's responses shall be made in writing or via email. A Bidder may refuse the request without forfeiting his/her Bid Security. The Bidder agreeing to the request will not be required or permitted to modify his/her bid but will be required to extend the validity of its Bid Security for a period of the extension, and in compliance with provisions relating to the Bid Security in all respects.

## 6. Signing and Submission of Bid:

- a) The Bidder shall prepare and submit the complete bid (both Technical and Financial) in the online portal within due date of submission.
- b) All documents that form part of the bid should be serially numbered, signed by the bidder on each page before scanning and uploading.
- c) Biddocumentsshallbetypedandshallbesignedbyapersondulyauthorizedtosignonbehalfofthe Bidder. All pages of the bid where entries or amendments have been made shall be initiated by the person or persons signing the Bid.
- d) The Bid shall contain no alterations or additions, except those to comply with instructions issued by the tender inviting authority, or as necessary to correct errors made by the Bidder ,in which case such corrections shall be initiated by the person or persons signing the Bidder.
- e) Online Bids shall be digitally signed as per Class 3 digital certificate by a person or persons duly authorized to sign on behalf of the Bidder.
- f) The Bidder is required to submit the hardcopies of “Key Documents” within due date of submission as per tender terms and conditions. Key Documents, as follows, are required to be submitted in hardcopies.
  - i. Technical Bid Document
  - ii. EMD Receipt (if applicable)
  - iii. Declaration as per ANNEXURE-II
  - iv. Original Power of Attorney Document authorizing the signatory
- g) The Bidders should submit the “Key Documents” including Processing Fee, EMD and original Power of Attorney either through courier or by hand (with acknowledgement) in the address given below within **07/05/2025, 2:00 PM**.

To  
The Registrar  
Dibrugarh  
University  
Rajabhetta, District-  
Dibrugarh Assam-  
786004

## 7. Multiple Bids

- a) Each Bidder, shall submit only one bid in response to this tender. If a Bidder submits more than one bid, then all the bids submitted by it directly or indirectly shall be liable for rejection.
- b) There should not be a situation where two or more bidders have common ownership of more than 25%, either directly or along with close relatives. In such situation, it shall be treated as multiple bids by a single bidder and all such bids shall be liable for rejection.

## 8. Alternative Bids by Bidder

- a) The Bidder shall submit Bids (Technical and Financial) that fully comply with the requirements of the Bidding Documents. Conditional bids or alternative bids will not be considered further in the process of evaluation and will be deemed to be unresponsive.

**9. Amendments or Changes in Bidding Document:**

- a) Dibrugarh University may at any time before the deadline for submission of Bid, amend or modify The provisions and other terms and condition as stipulated in the bidding document by issuing addenda or corrigendum.

**10. Initial Eligibility and Qualification Criteria:**

- a) To participate in this EoI, the bidder must be a single entity and having a formal intent and legal competency to enter into an agreement or contract and are registered under respective Act and Jurisdiction in India.
- b) Applicant must be recognized and Funded Training Partner of National Skill Development Corporation (NSDC).
- c) Applicant must have been registered and recognized by AICTE/UGC under Vocational Education / Skill Development Training Scheme as applicable.
- d) The Applicant must have imparted National Skills Qualifications Frame work(NSQF)aligned Courses Training of minimum 10,000 (Ten Thousand) Candidates in the Past. (Work order needs to be submitted).
- e) The Applicant must showcase the minimum 02 nos. of Placement linked Skill Development Projects completed successfully and got the Payment of last tranche i.e. after achievement of Placement Milestone.
- f) The Applicant's Founder Promoter's Profile should have the following credentials:
  - a. Should have promoted Skill Development Training and/or VET Institutions.
  - b. Should have promoted Higher Education and Technical Education Institutions.
- g) The applicant must have executed at least one Single work Order of a Placement Linked Skill Training Project sponsored by any Central/State Govt. Institution worth Minimum Rs. 1Cr.
- h) The average annual turnover of applicant in the relevant field in last 03 Financial Years i.e. 2022-23, 2023-24 and 2024-25 must be Rs.1 Crore. (the applicant who has not filed ITR for 2024-25 are not Eligible).
- i) One Single NSQF Based Skill Training Work Order in which number of trainees trained must be greater than 1000 and no. of trainees placed, post skill training and certification across all sectors must be minimum 40%.

**11. The Technical Bid should contain the following:**

The technical bid shall consist of documents to establish that the bidder fulfills all the eligibility criteria as set out in Section-10. The content of the technical bid shall include the documents given as below:

- (a) Covering Letter as per ANNEXURE-I, along with deposited EMD and Processing Fee receipts.
- (b) Declaration as per ANNEXURE-II(non-conviction and non-blacklisting)
- (c) Check list for technical bid as per ANNEXURE-III.
- (d) PAN, TAN , Cancel Cheque ,GST/Self-Declaration in case of Not Applicable.
- (e) The average annual turnover certificates through Skill Training in last 3 FY i.e. 2022-23, 2023-24 and 2024-25 must be Rs.1Crore.(The bidder who has not filed ITR for 2024-25 are not Eligible). Audited Balance Sheets of all the years along with CA Certificate having valid UDIN of the CA as per ANNEXURE-IV.

- (f) Details of the Manpower Provided ANNEXURE-V
- (g) Performance Statement as per ANNEXURE-VI
- (h) Details of EMD Deposited as per ANNEXURE-VII
- (i) Bidder's Profile as per ANNEXURE-IX
- (j) Incorporation Certificate along with Bylaws/MOA/AOA/other documents.
- (k) Power of Attorney document/instrument in favour of the Authorised Signatory or the Board of Directors resolution (in case of Company) authorizing the signatory for signing the Bid as per ANNEXURE-X
- (l) Registration Certificate of Registered and Approved by AICTE/UGC/Skill India under Vocational Education / Skill Development Training Scheme.
- (m) Certificates and accreditations validated by NSDC with NSDC Partnership Certificates of All the Years including FY 2024-25.
- (n) Work Orders of imparted NSQF Aligned Courses Training in the Past along with Either Completion Certificate/ Govt. Portal Screen Shot.
- (o) Completion Certificate/Payment proof of last Tranche of minimum 2 Placement-linked Skill Development Projects.
- (p) The bidder should submit the relevant documents of Founder Promoter's Profile with following credentials: -
  - i. Should have promoted Skill Development Training and/or VET Institutions.
  - ii. Should have promoted Higher Education & Technical Education Institutions.
- (q) One Single Work Order of Skill Training worth Rs. 1Cr. Along with Project Completion Certificate.

Note: Consortium/Joint Ventures will not be allowed.

## 12. Submission Process

- i) The Applicant must get registered with the e-Procurement portal [www.assamtenders.gov.in](http://www.assamtenders.gov.in) using valid DSC for online submission of the EoI.
- ii) Interested eligible parties must submit their EoI online (scanned copy) on the e-Procurement portal within the due date and time of submission.
- iii) The EOI submission should be along with all documentary proof with respect to pre-qualification and other relevant documents while uploading online.
- iv) Each page of EOI (submissions) should be signed and stamped by the applicant or its representative. In case the proposal is signed by any one of the Directors or key officials (CEO, CFO or Company Secretary) a certified copy of the appropriate resolution / document conveying such authority may be enclosed. In case of partnership firm it should be signed by any one of the partner duly authorized by the partnership.
- v) The applicant is responsible for submission of EoI proposal complete in all respect. The authority of Dibrugarh University shall ignore the EoI in case of incomplete or defective submission.
- vi) Each page of the EOI submission should be serially numbered, signed and stamped by the authorized signatory and submitted on-line in the e-Procurement portal i.e. <http://assamtenders.gov.in>.
- vii) The Applicant must have to submit the Application in the form of proposal which must include all the required documents.



**13. Evaluation Criteria:**

(i) The applicant meeting the initial eligibility criteria will be further evaluated and shortlisted on the following parameters as per the indicated marks:

Sl.No.	Particular	Minimum Requirement	Marking System	Maximum Marks
1	Applicant must be Approved & Funded Training Partner of NSDC (Submission of NSDC Partnership Certificate for FY 2024-25 is Mandatory)	Should be a NSDC Approved & Funded Training Partner for at-least last 3 years including FY2024-25.	4-5Years: -3Marks 6-8Years:-5Marks More than 8 Years:- 10 Marks	10
2	Applicant must have courses Registered & Approved by AICTE/ UGC under Vocational Education / Skill Development Training Scheme	Yes	Yes-10Marks No-0 Marks	10
3	The Applicant must have imparted NSQF Aligned Courses Training in the Past. (work order needs to be Submitted)	NSQF Aligned Training Imparted to at least 10000 Candidates.	10001-20000:-5Marks 20001-25000:-7Marks More than 25000:-10 Marks	10
4	The Applicant must showcase the No. of Placement linked NSQF Based Skill Development Projects Completed Successfully. They must have got the Payment of last Tranche i.e. After Achievement of Placement Milestone for those Projects.	Minimum 2 such Projects	3-4 Projects:-1 Marks 5-6 Projects:-3 Marks More than 6 Project:-5 Marks	5
5	The Applicant's Founder Promoter's Profile should have the following credentials: a. Should have promoted Skill Development Training and/or VET Institutions. & b. Should have promoted Higher Education & Technical Education Institutions.	Yes	Yes-5Marks No-0 Marks	5
6	The Applicant must have Executed at least one Single work Order of a Placement Linked Skill Training Project Sponsored by Any Central/State Govt. Institution worth Minimum Rs.1Cr.	One Single Work Order worth Rs. 1Cr. Along with Project Completion Certificate.	1Cr. to less than 2Cr.: - 1 Marks 2Cr. to less than 5Cr.: - 5 Marks More than 5Cr.: - 10 Marks	10
7	The total turnover through Skill Training in last 3 FY i.e. 2022-23, 2023-24 & 2024-25 must be 1Cr. (The Applicant who has not filed ITR for 2024-25 are not Eligible)	Overall Turnover of minimum Rs. 1Cr.in last 3 FY	1Cr. to 2Cr.: - 5 Marks 2.01Cr. to 3Cr.: - 7 Marks More than 3Cr.: - 10 Marks.	10



8	One Single NSQF Based Skill Training work Order in which Number of trainees Trained must be greater than 1000 & No. of Trainees placed, post skill training & certification across all sectors must be minimum 40%.	Scoring: Trainees Trained must be Greater than 1000 & Placement numbers against the number of trainees certified Must be minimum 40%.	40% -49% placed– 2 marks 50% -69% placed– 5 marks. 70% & above– 10 marks	10
9	Presentation by the Applicant			30
			<b>Total</b>	<b>100</b>

#### 14. QCBS (Quality and Cost Based Selection)

The Applicant must achieve a minimum eligibility score of 50 out of 100 for the Financial Bid to be considered.

The Financial Bid will be evaluated on QCBS methodology in the ratio 70:30 i.e. 70% weightage will be given to the EoI Submission and 30% weightage will be given to the Financial Bid. The evaluation will consist of the following phases.

- i. Evaluation of Eligibility Criteria and Evaluation of EoI.
- ii. Evaluation of Financial bids.
- iii. Combined evaluation of EoI and Financial bids.

EoI Score calculation: The bidder with highest qualifying technical score (EoI<sub>1</sub>) will be awarded 100% score. EoI Scores for other than EoI bidders will be evaluated using the following formula:

Normalized Technical Score of a Bidder (EoI<sub>n</sub>)

Technical Score of the Bidder =  $\frac{\text{Technical Score of the Bidder}}{\text{Technical Score of EoI}_1} \times 100$

Note: The score value is adjusted upto two decimal places.

Example: The bidder with the Highest EoI Score will be awarded 100 and other bidders will be awarded on percentile basis.

If the bidder with the highest EoI score is 90, then the EoI<sub>1</sub> bidder will get (EoI max) 100. A bidder awarded 80 as EoI score will get  $(80/90) \times 100 = 88.88$ .

Financial Score calculation: The bidder with the lowest qualifying financial bid (L1) will be awarded 100% score. Financial Scores for technically qualified bidders other than L1 bidders will be evaluated using the following formula:

Normalize Financial Score of a Bidder Commercial Bid of L1 =  $\frac{100 \times \text{Commercial Bid of the Bidder}}{\text{Commercial Bid of L1}}$

Note: The score value is adjusted upto two decimal places.

Example: If F<sub>1</sub> is INR 110 and F<sub>2</sub> is INR 120, then F<sub>1</sub> will receive  $(\frac{110}{120}) \times 100$  and F<sub>2</sub> will receive  $[\frac{110}{120}] \times 100 = 91.67$

Calculation of Composite Bid Score:

EoI and financial scores secured by each bidder will be added using weightage of 70% and 30% respectively to compute a Composite Bid Score.

The top bidder securing the highest Composite Bid Score shall be considered for the Empanelment.

The Composite Bid score will be calculated as follows:

$$B_n = (0.70 \times EoI_n) + (0.30 \times F_n)$$

EoI<sub>n</sub> = Technical score of the bidder (out of maximum of 100 marks)

F<sub>n</sub> = Financial score of the bidder (out of maximum of 100 marks)

B<sub>n</sub> = Composite Bid score of the bidder

**15. Training Pedagogy: -**

The implementation of training will be in three phases. Employability Skills Training shall be offered to 1800-2000 no. of candidates during the **Phase-I** Training *i.e.* AY 2024-25 and bifurcation of modules shall be as mentioned below:

Digital Literacy	:80Hrs
Soft Skill	:30 Hrs.
Spoken English	:60Hrs. Employability Skills: 30Hrs. <b>A total of 200 hrs.</b>

In **Phase-II** the successful bidder shall be proposed a **400hrs.** of training module to the regular UG/PG students of the Dibrugarh University in AY 2025-26 that must align with his/her career objectives.

For example, a student Pursuing B.Com. can be proposed a course like “**Business Support Practitioner**”.

Similarly, a student pursuing B.Ed. Program can be proposed a course like “**Career and Education Counselor/Training Centre Manager**”.

*A mapping of Employability Enhancement Skill Development Training Program of 400hrs. must be done by the Selected Applicant for the student of All the Departments (the list of departments of Dibrugarh University can be access from the link ( <https://www.dibru.ac.in> ) & the same has to be submitted to Dibrugarh University for approval.*

**Phase-III** shall include assessment, NSDC certification, placement and awareness programs, regular job fairs, aligning of the local and national employers for providing the employment opportunities for the final year batch of students.

**16. Disqualification:**

- a. The Dibrugarh University reserves the right to disqualify any applicant at its sole discretion during the EoI evaluation process, if:
- b. The applicant submitted the EoI after the last submission date deadline, made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- c. Earnest Money Deposit (EMD) amount not paid online and valid EoI aligned Micro, Small, and Medium Enterprises (MSME) certificate for EMD exemption is not submitted along with the bid.
- d. Exhibited are cord of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures in any project in the preceding three years.
- e. Submitted an EoI that is not accompanied by required documentation as per Section 11 or is non-compliant as per Section 10 in Initial Eligibility and Qualification Criteria.
- f. Failed to provide clarifications related thereto, when sought.
- g. Submitted more than one EoI.
- h. Was declared ineligible/blacklisted by the Government of India/State/UT Government; should not be in litigation with any Government in India.

17. Confidentiality information relating to the examination, clarification, comparison and evaluation of the EoI submitted shall not be disclosed to any of the responding applicants or their representatives or to any other persons not officially concerned with such process until the evaluation process is

complete. Undue use by any applicant of confidential information related to the process may result in rejection of its EoI.

#### **18. Disclaimer**

- a. The information submitted in response to this EoI may be subject to the public release (as per RTI norms). Therefore, do not include proprietary or confidential business information in your response. Applicants responding to this invitation assume the risk of public disclosure if confidential information is included.
- b. This invitation is for information purposes only and does not constitute a solicitation or a proposal for Award of Contract. This notice is not to be construed as a commitment by the University to contract for services. It is to be noted that the Employer will not pay for any information provided as a result of this invitation and will not recognize or reimburse any cost associated with any EoI submission.
- c. This EoI does not entail any commitment on the part of Dibrugarh University, either financial or otherwise.
- d. Dibrugarh University reserves the right to accept or reject any or all EoI without incurring any obligation to inform the effected applicant/s the reasons thereof.

#### **19. Award and signing of the Contract:**

- a. The contract shall be awarded to the eligible bidder with highest score as per the QCBS method of evaluation. For final selection the evaluation marks in the EoI will have a 70% weightage on technical bid and financial quote shall bear a weightage of 30%.
- b. The shortlisted bidder(s) will be issued a '*Letter of Acceptance*' by Dibrugarh University and accordingly the awarded bidder within 21 days of receipt of the Letter of Award shall have to furnish the required performance security and sign the Contract and deliver it to The Registrar, Dibrugarh University for acceptance of the same.
- c. If the successful Bidder fails to execute the agreement and/or to deposit the required security deposit within the specified time or withdraw the bid, after issue of the "*Letter of Award*", or owing to any other reasons unable to undertake the contract, then the contract or the "*Letter of Acceptance*" (when the contract is not executed) will stand cancelled and the EMD as deposited along with the Bid shall stand forfeited by the competent authority of Dibrugarh University.

#### **20. Performance Security:**

- a) Within 21 days of receipt of the Letter of Acceptance or before signing the contract, whichever is earlier, the winning bidder shall provide Dibrugarh University, a Performance Security drawn in favour of the Registrar, Dibrugarh University, Dibrugarh, Assam payable at Punjab National Bank Dibrugarh University Branch, Dibrugarh in any of the prescribed form for an amount of Rs. 22.50 Lakhs.
- b) Performance Security(s) shall remain valid for a minimum of 60 days beyond the period of the contract. The performance security shall be returned back to the contractor within 60 days of successful completion of all the contractual obligations under the contract.
- c) In case of non-performance, negligence, and breach of contractual obligation in the part of the Agency (i.e., Service Provider), the Performance Security Deposit shall be forfeited by Dibrugarh University forthwith besides annulment of the contract and other legal recourses available under the law of the land.

**21. Payment terms:**

<b>Milestone achieved</b>	<b>Extent of payment</b>
<b>Stage: 1</b> Bills and other supporting relevant documents including satisfactory certificate from the monitoring committee, constituted by the University authority shall have to be submitted.	40% of the total fees payable as based on the contract value approved by the University.
<b>Stage: 2</b> Bills and other supporting relevant documents including satisfactory certificate from the monitoring committee constituted by the University authority shall have to be submitted.	30% of the total fees payable as based on the contract value approved by the University.
<b>Stage: 3</b> Bills and other supporting relevant documents including satisfactory certificate from the monitoring committee constituted by the University authority shall have to be submitted.	Remaining 30% of the total fees payable as based on the contract value approved by the University.

In case of any deficiency in performance and non-supply of agreed man power, deduction shall be made proportionately from the monthly fees.

The agency shall submit the bill in proper format and duly signed and sealed.

Sd/-

**Registrar**

Dibrugarh University  
Dibrugarh

**1) Schedule of Requirement:**

Number of students in the various Teaching Departments/Centres for Studies.

The present numbers of students are given below Department/Centre wise.

**#Table no.1**

Sl. No.	Names of Department/Centre for Studies	Course	Nos. of Students	Proposed Sector for Training	Proposed Course for Training
1.	Department of Assamese	M.A. in Assamese	130	Handicrafts and Carpet	Traditional Hand Embroiderer-Supervisor
		Five Year Integrated Post Graduate Programme (Assamese)	19	Handicrafts and Carpet	Traditional Hand Embroiderer-Supervisor
2.	Department of English	M.A.in English	94	Management	Multifunctional Office Executive
		Five Year Integrated Post Graduate Programme (English)	23	Management	Multifunctional Office Executive
3.	Centre for Studies in Languages	Diploma Course in Tai Language	32	Management	Multifunctional Office Executive
		M.A.in Bodo	48	Management	Multifunctional Office Executive
		Certificate Programme in Korean Language	9	Management	Multifunctional Office Executive
4.	Centre for Studies in Philosophy	M.A. in Philosophy	71	Management	Career and Education Counsellor
5.	Centre for Juridical Studies	5YearIntegratedBA.LL.B.	190	Management	Office Executive
		BA.LL.B/BA.LL.B(H)	121	Management	Office Executive
6.	Dr. Bhupen Hazarika Centre for studies in Performing Arts	MA in Performing Arts(Vocal Music)	38	Management	Training Centre Manager
		MA in Performing Arts(Theatre Art)	15	Management	Office Executive
		MA in Performing Arts(Sattriya Dance)	45	Management	Training Centre Manager
7.	Department of History	M.A.in History	124	Management	Multifunctional Office Executive
		Five Year Integrated Post Graduate Programme (History)	23	Management	Multifunctional Office Executive

8.	Department of Political Science	M.A. in Political Science	143	Management	Multifunctional Office Executive
		Five Year Integrated Post Graduate Programme (Political Science)	24	Management	Multifunctional Office Executive
9.	Department of Sociology	M. A. in Sociology	100	Management	Career and Education Counsellor
		Five Year Integrated Post Graduate Programme (Sociology)	25	Management	Career and Education Counsellor
10.	Department of Economics	M.A. in Economics	149	Management	Business Support Practitioner
		Five Year Integrated Post Graduate Programme (Economics)	22	Management	Business Support Practitioner
11.	Department of Education	M.A. in Education	79	Management	Training Centre Manager
		B.Ed.	108	Management	Training Centre Manager
		M. Ed.	55	Management	Training Centre Manager
12.	Department of Commerce	M. Com in Finance	92	Retail	Retail Departmental Manager
		M.Com.in Marketing	38	Management	Business Support Practitioner
		Five Year Integrated Post Graduate Programme (Commerce)	22	Management	Business Support Practitioner
13.	Department of Physics	M. Sc.in Physics	71	IT-ITeS	Cloud Computing with AWS and Azure
		Five Year Integrated M.Sc. in Physics	42	IT-ITeS	Cloud Computing with AWS and Azure
		Five Year Integrated Post Graduate Programme (Physics)	41	IT-ITeS	Cloud Computing with AWS and Azure
		One Year Post Graduate Diploma Programme in Semiconductor: Theory & Application	21	IT-ITeS	Electronic Design Automation (EDA) tool software handling

14.	Department of Chemistry	M.Sc.in Chemistry	73	Electronics	Internet of Things (IoT) Developer
		Five Year Integrated Post Graduate Programme (Chemistry)	24	Electronics	Internet of Things(IoT) Developer
15.	Department of Mathematics	M.A./M.Sc.in Mathematics	96	IT-Ites	Data Associate
		Five Year Integrated Post Graduate Programme (Mathematics)	21	IT-Ites	Data Associate
16.	Department of Statistics	M.A./M.Sc.in Statistics	52	IT-Ites	Data Associate
		Five Year Integrated Post Graduate Programme(Statistics)	17	IT-Ites	Data Associate
17.	Department of Anthropology	M.A./M.Sc.in Anthropology	56	Management	Multifunctional Office Executive
		Five Year Integrated Post Graduate Programme (Anthropology)	12	Management	Multifunctional Office Executive
18.	Department of Pharmaceutical Sciences	Master of Pharmacy(M. Pharm.)	71	Life Sciences	Retail Pharmacy Management and Sales
		Bachelor of Pharmacy(Practice)	56	Life Sciences	Retail Pharmacy Management and Sales
		Bachelor of Pharmacy(B.Pharm.)	223	Life Sciences	Retail Pharmacy Management and Sales
		Bachelor of Pharmacy(Lateral Entry)			Retail Pharmacy Management and Sales



19.	Department of Life Sciences	M.Sc. in Life Sciences (Botany)	42	Life Sciences	RetailPharmacy Management and Sales OR Associate-Clinical Research Management (Pharma, Biologics and Medical devices)
		M.Sc. in Life Sciences(Zoology)	47	Life Sciences	RetailPharmacy Management and Sales OR Associate-Clinical Research Management (Pharma, Biologics and Medical devices)
		Five Year Integrated Post Graduate Programme(Life Sciences(Botany))	12	Life Sciences	RetailPharmacy Management and Sales OR Associate-Clinical Research Management (Pharma, Biologics and Medical devices)
		Five Year Integrated Post Graduate Programme(Life Sciences(Zoology))	12	Life Sciences	RetailPharmacy Management and Sales OR Associate-Clinical Research Management (Pharma, Biologics and Medical devices)
20.	Department of Applied Geology	M.Sc. in Applied Geology	45	IT-Ites	Data Associate
		M.Sc. Tech. in Applied Geophysics	22	IT-Ites	Data Associate
		Five Year Integrated Post Graduate Programme (Applied Geology)	20	IT-Ites	Data Associate

21.	Department of Petroleum Technology	M.Tech. in Petroleum Technology (Petroleum Exploration and production)	46	Electronics	Internet of Things(IoT) Developer
		One Year Diploma Programme in Oil Well Drilling Technology	19	Electronics	Internet of Things(IoT) Developer
22.	UGC's Centre for Women's Studies	M.A.in Women's Studies	34	Management	Career and Education Counsellor
23.	Centre for Studies in Physical Education and Sports	Bachelor of Physical Education	152	Sports	Community Sports Coach
24.	Centre for Studies in Applied Psychology	M.A. in Applied Psychology	70	Management	Career and Education
25.	Centre for Library and Information Science Studies	M.Lib.I.Sc(2years/4semesters)	95	IT-Ites	Data Associate
26.	Centre for Management Studies	Master of Business Administration(Part Time)	38	Retail	Retail Departmental Manager
		Master of Business Administration(Full Time)	125	Retail	Retail Departmental Manager
		Bachelor of Business Administration(BBA)	149	Retail	Retail Departmental Manager
		Masters in Travel and Tourism Management	31	Tourism & Hospitality	Homestay Host
27.	Centre for Tea and Agro Studies	Post Graduate Diploma in Tea Technology and Plantation Management (PGDTTPM)	19	Agriculture	Agri Warehouse Supervisor
28.	Centre for Computer Science and Applications	Master of Computer Application (MCA)	63	IT-ITeS	Application Developer – Web & Mobile
		Bachelor of Computer Application(BCA)	202	IT-ITeS	Application Developer – Web & Mobile
		Post Graduate Diploma in Computer Application (PGDCA)	42	IT-ITeS	Application Developer – Web & Mobile
29.	Centre for Studies in Journalism and Mass Communication	M.A.in Mass Communication	77	Media & Entertainment	Drone Film Making-India skills WorldSkills

30.	Centre for Biotechnology and Bioinformatics	M.Sc. in Biotechnology and Bioinformatics	67	IT-Ites	Healthcare Quality Assurance Manager OR Associate-Clinical Research Management (Pharma, Biologics and Medical devices)
31.	Centre for Studies in Geography	M.A/M.Sc.in Geography	83	Management	Office Executive
32.	Centre for Social Work Studies	Master of Social Work	70	Management	Career and Education
33.	Department of Petroleum Engineering (DUIET)	B.Tech. in Petroleum Engineering	185	Electronics	Internet of Things(IoT) Developer
		M.Tech .in Petroleum Engineering	10	Electronics	Internet of Things(IoT) Developer
		B.Tech. in Petroleum Engineering(Lateral)	22	Electronics	Internet of Things(IoT) Developer
34.	Department of Mechanical Engineering (DUIET)	B.Tech. in Mechanical Engineering	169	Electronics	Internet of Things(IoT) Developer OR Safety Auditor
		M.Tech.in Mechanical Engineering (Specialization in Thermal and Fluid Engineering)	21	Electronics	Internet of Things(IoT) Developer OR Safety Auditor
		B.Tech .in Mechanical Engineering(Lateral)	45	Electronics	Internet of Things(IoT) Developer OR Safety Auditor
35.	Department of Computer Science & Engineering (DUIET)	B.Tech in Computer Science &Engineering	188	Electronics	Internet of Things(IoT) Developer
		M. Tech in Computer Science and Engineering(Specialization in Artificial Intelligence and Machine Learning)	22	Electronics	Internet of Things(IoT) Developer
		B.Tech.in Computer Science &Engineering (Lateral)	20	Electronics	Internet of Things (IoT) Developer

36.	Department of Electronics and Communication Engineering (DUIET)	BTech. In Electronics and Communication Engineering	136	Electronics	Internet of Things(IoT) Developer
		M. Tech. in Electronics and Communication Engineering (Specialization in IoT and Sensor Systems)	3	Electronics	Internet of Things(IoT) Developer
		B.Tech. in Electronics and Communication Engineering (Lateral)	15	Electronics	Internet of Things(IoT) Developer
Total			5171		

**#Though the list is comprehensive but not restricted to the programs mentioned above. Additional courses shall be developed keeping in mind of the industrial requirements for the state of Assam from time to time.**

**ANNEXURE-I**

Covering Letter  
[On the Letter head of the Bidder]

The Registrar  
Dibrugarh University  
Dibrugarh-786004  
Assam

Tender Ref No. For<Inset name of the Service>Sir,

1. Having read, carefully examined, and understood the bidding document no..... dated ..... issued by Dibrugarh University and all annexure and other documents attached thereto, and all subsequent addenda and clarifications issued pursuant thereto (collectively the “Tender”), we hereby submit our Technical and Financial Bid.
2. We hereby agree and confirm that our Bid has been prepared strictly in conformance with the instructions in the bidding document (including the forms set forth therein) and that we shall at all times act in good faith and abide by all the terms and conditions of the Tender during the bid evaluation and selection process.
3. We agree that we have inspected and examined the bidding document and have ascertained that they contain no inconsistencies, errors or discrepancies and have otherwise familiarized ourselves with all conditions of the Tender which may affect our bid and all queries on other contractual matters have been addressed.
4. We agree to the conditions of the Tender under which the EARNEST MONEY DEPOSIT and PERFORMANCE SECURITY DEPOSIT can be forfeited by Dibrugarh university as per the terms and conditions.
5. We hereby undertake to pay the penalty as per the terms and conditions of the contract for non- performance and negligence in our part.
6. We agree to accept the amount of the bill to be paid by the Dibrugarh University after completion of all formalities and should any amount of the bill found by the procuring Entity or its auditors to have been over-paid; the amount so found shall be refunded by me/us.
7. Procuring Entity has the right to accept or reject any or all the bids without assigning any reason.
8. We understand all the terms and conditions of the contract and bind me/ourselves to abide by them.
9. We understand and agree that Procuring Entity reserves the right to cancel the Tender process or the contract agreement at any moment of time without assigning any reason thereof.
10. We represent and warrant to Dibrugarh University that as of the date of submission of this Bid and till the end of the Bid Validity Period (as may be extended):
  - a) The information furnished by us is complete, accurate, unconditional and fairly presented.
  - b) We have the necessary technical and financial ability and adequate skilled and experienced resources for undertake the scope of Bid as per the Tender.
  - c) We are in compliance with all the terms and conditions of the Tender.
  - d) there is no information, data or documents which have not been disclosed which may prejudicially affect Dibrugarh University’s evaluation or decision in relation to evaluation and selection.
  - e) We hereby declare that there is no vigilance or court case pending/contemplated against us (including trustee, director, partner or key officials, etc.) at the moment.
  - f) I/We have not been black-listed or debarred by any Higher Educational Institution or by any

government (State/Central) agencies/bodies, PSU etc. which is in effect for the time being.

- g) We acknowledge that we have neither failed to perform any contract, as evidenced by imposition of a penalty by an arbitral or judicial client or a judicial pronouncement or arbitration award against us or any of our director or partners, as the case maybe, nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for any breach of contract by us.
11. We undertake that we will intimate Procuring Entity of any material change in facts, circumstances, status, or documentation relating to us during the Bid Validity Period (as may be extended in accordance with the Tender).
12. This Bid shall be construed, interpreted, and governed, in all respects, by the laws of India, without reference to its conflict of law principles. The courts at District Dibrugarh, Assam will have exclusive jurisdiction in respect of all matters arising out of this Bid.
13. We have agreed that [ ] [Insert Authorised Signatory's name] will act as our representative and has been duly authorized to submit the Bid and authenticate the same, make amendments thereto and undertake such other actions as set out in the authorization attached with this Bid, which will be binding on us.
14. We undertake that we are not disqualified as per Eligibility Criteria and fulfil all eligibility criteria as stipulated in the Tender.
15. If our Bid is accepted, we undertake to perform the services in accordance with the terms and conditions in the Tender document.
16. We further confirm that, if our bid is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of the Tender Document for due performance of the contract.
17. We agree to keep our Bid valid for acceptance as required in the Tender Document, or for subsequent extended period, if any, agreed to by us. We also accordingly confirm to abide by this Bid up to the aforesaid period and this Bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this Bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
18. We further understand that you are not bound to accept the lowest or any Bid you may receive against your above referred request for Bid.
19. We confirm that we fully agree to the terms and conditions as specified under the Tender Document, including amendment/ corrigendum, if any.
20. We confirm that the hardcopies of Bid submitted are completely identical to the online submission, without any deviation whatsoever.
21. We have provided details, in accordance with the instructions and in the form required under the Tender.

Yours Faithfully,

[Signature and Details of the Bidder/Authorised Representative]

Name of the Authorised Signatory:

Designation:

Contact Details:

Mobile:.....

Email:.....

## ANNEXURE-II

**DECLARATION BY THE BIDDER**

(To be typed in a non-judicial stamp paper and duly attested by Notary Public)

I, Proprietor/Partner/Director of M/s. ....hereby declare that the information given and documents furnished as part of this Bid in response to the Tender No.....dated..... is true and correct to the best of my knowledge and belief.

And also, hereby declare that:

- a) The price offered by us in the Financial Bid shall remain valid for a period of one-eighty (180) days from the due of submission of the bid. In case we withdraw our bid any time before the last date of bid validity then our EMD shall be liable for forfeiture by Dibrugarh University.
- b) There is no vigilance/criminal case pending/contemplated against us(including trustee, director, partner or key officials, etc.)at the moment.
- c) I/We(including directors/partners/office bearers/trustee)or any of our key official(s)has been convicted for any offence relating to fraud /misrepresentation/non-performance of contractual obligations in last three years from the due date of submission of Bid.
- d) I/We have not been black-listed or debarred by any Higher Educational Institution or by any government (State/Central)agencies/bodies, PSUs etc. which is in effect for the time being.
- e) I/we agree to Dibrugarh University forfeiting the Earnest Money Deposit and/or Performance Security Deposit and blacklisting us for a minimum period of 3years,if any information furnished by us proved to be false at the time of evaluation or at a subsequent date by the Authority during the currency of the contract; or incase of non-performance of the contractual obligations.
- f) I offer to provide the service as per the prescribed terms and conditions and at the rates as quoted by us in the price bid (submitted separately),if the contract awarded to us.

Date:

Place:

Name & Signature Authorised Signatory

Name of the Bidder:

Address:



## Checklist for Technical Bid

Sl. No.	Description of the documents	Page no.
1.	Covering Letter as per ANNEXURE-I	
2.	EMD(Bid Security) and Processing Fee EMD(Bid Security)and Processing Fee	
3.	Declaration as per ANNEXURE-II(Non-conviction and non-blacklisting)	
4.	Documentary evidence conforming to eligibility as per Para 13. (i)	
5.	Turnover Certificate issued by Chartered Accounts as per ANNEXURE-IV	
6.	Details of the Manpower Provided as per ANNEXURE-V	
7.	Performance Statement as per ANNEXURE-VI	
8.	EMD if paid inform of Bank Guarantee as per ANNEXURE-VII	
9.	Bidders Profile as per ANNEXURE-IX	
10.	Power of Attorney document/instrument in favour of the Authorised Signatory or the Board of Directors resolution (in case of Company) authorizing the signatory for signing the Bid. <b>ANNEXURE-X</b>	
11.	Certificates & Accreditations	

**TURNOVER CERTIFICATE****On the letter head of Chartered Accountant/Statutory Auditor**

We have verified the Audited Statement of Accounts and other relevant documents of.....having registered office at..... pertaining to the financial year, 20.....and 20..... Based on our verification of the aforesaid statements and records, we certify that the following details are true to the best of our information and according to the explanation given to us.

Financial Information	Financial Year			Average
	2022-2023	2023-2024	2024-2025	
	Audited	Audited	Audited	
Annual turnover from similar business for the year				
Net profit before tax				
Net profit after tax				
Net worth				

Date:

Place:

Signature of Auditor/Chartered Accountant (Name in Capital Letters)

Firm Registration No.....

UDIN No.....

Seal:

## ANNEXURE-V

## STAFF DETAILS

Name of the tenderer:

Tender ref. no. :

Sl. No.	Name of the employee	Employee code	Date of joining	Qualification	ESI no.	PF No.	Name of the client.

Signature of Bidder

Name and designation of signatory with seal

Date:

Place:

## ANNEXURE-VI

**PERFORMANCE STATEMENT**

(last three years)

Name of the Bidder: Tender

Reference No.

<b>Sl. No.</b>	<b>Name and address of Client; Name, designation, and contact no./E-mail id. of the officer concerned</b>	<b>Contract details including duration, nature of service</b>	<b>Value of Contract (Rs.)</b>	<b>Contract Signing Date</b>	<b>Client satisfactory certificate enclosed (Yes/No)</b>	<b>Whether the Client is from Public Sector</b>
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>5</b>						
<b>6</b>						

Signature of Bidder

Name and designation of signatory with seal

Date:

Place

## ANNEXURE-VII

Bank Guarantee Format for EMD  
BANKGUARANTEE FORMAT FOR EMD/BID SECURITY

To  
The Registrar  
Dibrugarh University  
Dibrugarh, Assam Pin-  
786004

Whereas.....[name of Bidder](hereinafter called“ the Bidder”)has submitted its Bid dated.....(date)in response to the Tender No.....Date..... for providing<Insert name of the Service>(hereinafter called “the Bid”).

KNOW ALL MEN by These Presents that we ..... of ..... having ..... registered office at..... (hereinafter called“ the bank”)are bound upto Dibrugarh University Having its registered office at Rajabheta, Dibrugarh, Assam-786004(hereinafter call “the Authority”)in the sum of ..... for which payment well and truly to be,made to the said purchaser, the bank binds itself ,its successors and assigns by these presents. Sealed with the common seal of the said bank this.....day of ..... , 2024.

The conditions of this obligation are:

1. If the Bidder withdraws its Bid during the period of its validity as specified in the Tender document mentioned above or
2. If the Bidder, having been notified of the acceptance of its Bid by the Authority during the period of its validity.
  - a. Fails or refuses to execute the contract form, if required or;
  - b. Fails or refuses to furnish the Performance Security, in accordance with the Tender clauses.
3. We undertake to pay to the purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it, is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.
4. This guarantee will remain in force upto andincluding20 (Twenty) days after the period of bid validity or as it may be extended by the Purchaser ,notice of which extension(s) to the bank is hereby waived and any demand in respect thereof should reach the bank not later than the above date.

Signature of the Bank Official Seal

Date..... Place.....

Witness.....

(Signature, name and address)

## ANNEXURE-VIII

## FINANCIAL BID FOR PHASE-I

The Duration of the Complete Program including all the stages mentioned below in Phase-I is of 200Hrs.

Sl. No.	Category (UG/PG students)	Screening of Student		Coaching of UG/PG students per hour as per the preferred sector		Post Batch Formation Career Counselling with preferred sector		Amount of Fee per Student for the Complete Program			Otherst atutory dues,(if any)	Total Fee per Student for the Complete Program including Course Material, Certification Fee etc. in Rs. (K=I+J)	Service tax/GST, on Total Fee per Student in Rs. (if applicable)(L)	Total Fee per Student for the Complete Program including Course Material ,Certification Fee & Service Tax/GST(If Applicable)(M=K+L)
		Fee per Student per Hr. in Rs.(A)	Duration in Hrs.(B)	Fee per Student per Hr. in Rs. (C)	Duration in Hrs.(D)	Fee per Student per Hr. in Rs. (E)	Duration in Hrs.(F)	Amount per UG/PG student per hour for Complete Program in Rs.(G= Weighted Avg. * )	Total Duration of the Program( H=B+D+F )	Amount per UG/PG student for Complete Program in Rs.(I=Gx H)	eg.:course material,certification fee etc. per Student in Rs. (J)			
1														
2														

\*Weighted Average Calculation:  $-(Ax B) + (Cx D) + (Ex F) / (B + D + F)$

**Financial Bid-Phase-II**

The Duration of the Complete Program including all the stages mentioned below in Phase-II is of 400 Hrs.

Sl. No.	Category (UG/PG students)	Screening of Student		Coaching of UG/PG students per hour as per the preferred sector		Post Batch Formation Career Counselling with preferred sector		Amount of Fee per Student for the Complete Program			Other statutory dues, (if any)	Total Fee per Student for the Complete Program including Course Material, Certification Fee etc.in Rs. (K=I+J)	Service tax/GST, on Total Fee per Student in Rs. (if applicable) (L)	Total Fee per Student for the Complete Program including Course Material, Certification Fee &Service Tax/GST(If Applicable) (M=K+L)
		Fee per Student per Hr. in Rs. (A)	Duration in Hrs. (B)	Fee per Student per Hr. in Rs. (C)	Duration in Hrs. (D)	Fee per Student per Hr. in Rs. (E)	Duration in Hrs. (F)	Amount per UG/PG student per hour for Complete Program in Rs. (G= Weighted Avg. * )	Total Duration of the Program (H=B+D+F)	Amount per UG/PG student for Complete Program in Rs. (I=GxH)	eg.: course material, certification fee etc. per Student in Rs. (J)			
1														
2														

\*Weighted Average Calculation:- $(A \times B) + (C \times D) + (E \times F) / (B + D + F)$



## ANNEXURE-IX

## Profile of the Bidder

Sl. No.	Particulars	Details
1.	Name &Address of the Bidder	Name:  Address:
2.	Constitution of the Bidder	Firm/Company/Society CIN in case of Company: Society Registration Number: Firm Registration Details:
3.	Year of establishment	Date of Incorporation/Registration (as per the incorporation document)
4.	Details of Income Tax,GST,PF and ESI Registration	PAN: GST Registration Number: PF Registration Number:
5.	Details of theContract Person:	Name: Designation: Email: Mobile:
6.	The Accreditations, Awards and Achievements of the Bidder.	Awards: Certificates: Other Credentials:

Signature of the Bidder/Authorised Signatory

Date:

Place:

ANNEXURE-X

Power of Attorney for Authorised Signatory

Format for Power of Attorney for Signing of Bid (On a Stamp  
Paper of Rs 100/- and Notarised)

Power of Attorney

We, .....[name and address of the registered office]do

Hereby constitute, appoint and authorize Mr./Ms ..... (name  
And residential address) who is presently employed with us and holding the position of as our attorney ,to do in our  
name and on our behalf, all such acts, deed sand things necessary in connection with or incidental to our response to  
the Tender for '**Providing Employability Enhancement Skill Development Training Program to the students of  
Dibrugarh University**' including signing and submission of all documents and providing information to the authority  
of Dibrugarh University anditsofficialsorrepresentatives,representingusinallmattersbefore Dibrugarh University, and  
generally dealing with Dibrugarh University in all matters in connection with our bid response.

We hereby agree to ratify all acts, deeds and things lawfully done by 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 2025.

For .....  
(Signature)(Name, Designation and Address)

Accepted

.....(Signature)  
(Name, Title, and Address of the Attorney) Date:

Bidders who seek to appeal against any decision, action, or omission regarding this procurement of service may do so as per Section 38 of the Assam Public Procurement Act, 2017 and Rule 26 of the Assam Public Procurement Rules, 2020. The first and second appellate authority are mentioned below:

First Appellate authority	Second Appellate authority
Vice Chancellor, Dibrugarh University, Rajabhetta, District- Dirbugarh, PIN-786004, Assam	Secretary to the Government of Assam, Finance Department Second Floor, F Block Janata Bhawan Dispur, Guwahati: 781006

Signature of the Authority/Official

Name: .....

Designation: .....