



GOVT. OF ASSAM
DIRECTORATE OF WOMEN & CHILD DEVELOPMENT, BTC
KOKRAJHAR

E-Tender

REQUEST FOR PROPOSAL (RFP) FOR

**Computer Training (6 months DCA Course) for girl students of BTR during the
financial year 2025-26**

BIDDING DOCUMENT

(To be used for furnishing bids by the ELIGIBLE BIDDERS)

GOVT. OF ASSAM
DIRECTORATE OF WOMEN & CHILD DEVELOPMENT, BTC,
KOKRAJHAR

No. DWCD(BTC)288/2025-26/3,

Dated Kokrajhar, the 24th June '2025.

REQUEST FOR PROPOSAL (RFP)

e-Tender No. DWCD/BTC/29/2025

Joint Director cum CHD, Women & Child Development, BTC, Kokrajhar invites Online RFP from eligible Organizations for the following work under SOPD fund for the year 2025-26 as detailed in the table below.

Sl No.	Name of Work	Estimated Amount (Approx.)	Duration	EMD	Tender Processing Fee
1.	Computer Training (6 months DCA Course) for girl students of BTR during the financial year 2025-26	Rs. 25,00,000.00	12 (twelve) months	2 % for General & 1 % for Reserved Category	1,000/-

Details may be seen at website <http://assamtenders.gov.in> and also in the office of the undersigned during office hours.

1. The Bids (both Technical and Financial) are to be submitted ONLINE. Proof of online payment of Tender Processing Fees and EMD along with one hard copy of Technical Bids with all supporting documents must be submitted manually as specified in the bid documents as per bid schedule.
2. Tender Processing Fees (Non-Refundable) and Earnest Money / Bid Security (refundable) are to be paid online.
3. MSME registered Organizations are exempted from paying Earnest Money / Bid Security.

Sd/-
i/c. Joint Director cum CHD,
Women & Child Development,
BTC, Kokrajhar.

Dated Kokrajhar, the 24th June '2025.

Memo No. DWCD(BTC)288/2025-26/3-A,

Copy to:-

1. S.O. to the Honb'le E..M., Social Welfare Deptt., BTC, Kokrajhar for kind appraisal.
2. P.S. to the Principal Secretary, BTC, Kokrajhar for favour of kind information.
3. The Regional Officer & CHD, Information & public Relations, BTC, Kokrajhar to publish the advertisement in the next issue of widely circulated local daily in the State.
4. The Under Secretary, GAD IT Cell, BTC Secretariat, Bodofa Nwgr, Kokrajhar for information. He is requested to up-load the matter at BTC Website (www.bodoland.in) urgently.
5. Office copy.

Sd/-
i/c. Joint Director cum CHD,
Women & Child Development,
BTC, Kokrajhar.

**GOVT. OF ASSAM
DIRECTORATE OF WOMEN & CHILD DEVELOPMENT, BTC,
KOKRAJHAR**

No. DWCD(BTC)288/2025-26/4,

Dated Kokrajhar, the 24th June '2025.

REQUEST FOR PROPOSAL (RFP)

e-Tender No. DWCD/BTC/29/2025

Joint Director cum CHD, Women & Child Development, BTC, Kokrajhar invites Online RFP from eligible Organizations regarding participation of organizations for implementation of the scheme / project – “Computer Training (6 months DCA Course) for girl students of BTR” during the financial year 2025-26.

Details may be seen at website <http://assamtenders.gov.in> and also in the office of the undersigned during office hours.

Sd/-
i/c. Joint Director cum CHD,
Women & Child Development, BTC,
Kokrajhar.

Memo No. DWCD(BTC)288/2025-26/4-A,
Copy to:-

Dated Kokrajhar, the 24th June '2025.

1. S.O. to the Honb'le E..M., Social Welfare Deptt., BTC, Kokrajhar for kind appraisal.
2. P.S. to the Principal Secretary, BTC, Kokrajhar for favour of kind information.
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Women & Child Development,
BTC, Kokrajhar.

TENDER SCHEDULE

e-Tender No. DWCD/BTC/29/2025

Sl. No.	Scheduled	Start Date	Start Time	End Date	End Time
1	Tender Publishing	24-06-2024	3.00 PM	--	--
2	Tender download	24-06-2024	3.00 PM	08-07-2025	3.00 PM
3	Seek Clarification	24-06-2024	3.00 PM	08-07-2025	3.00 PM
4	Bid submission	24-06-2024	3.00 PM	08-07-2025	3.00 PM
5	Technical Bid Opening	08-07-2025	3.30 PM	--	--
6	Financial Bid	Will be intimated later			

Note:-

1. In the event of any Holiday, same time on the next working day shall be taken in to account.
2. Technical Bid submitted manually will be accepted till 08-07-2025 up to 3:00 PM.

Online mode of submission of Technical and Financial Bid is mandatory. Manual submission of Financial Bid will not be accepted. The date of Financial Bid Opening shall be notified later.

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Women & Child Development,
BTC, Kokrajhar.

GOVT. OF ASSAM
DIRECTORATE OF WOMEN & CHILD DEVELOPMENT, BTC,
KOKRAJHAR

RFP DOCUMENT FOR Computer Training (6 months DCA Course) for girl students of BTR in the financial year 2025-26

INFORMATION TO BIDDERS

1. Joint Director cum CHD, Women & Child Development, BTC, Kokrajhar, Assam, invites RFP in electronic tendering system from eligible bidders for Computer Training (6 months DCA Course) for girl students of BTR. The RFP document is available online and the RFP should be submitted online on website <https://assamtenders.gov.in>.
2. Date of release of Invitation for RFP through e-procurement: Please refer RFP
3. Cost of RFP Document: The tender cost is - Please refer RFP
4. Availability of RFP Document and mode of submission: The RFP document is available online and bid should be submitted online on website <https://assamtenders.gov.in>. The bidder would be required to register in the web-site which is free of cost. For submission of RFP, the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities (CA). Aspiring bidders who have not obtained the user ID and password for participating in e-tendering may obtain the same from the website: <https://assamtenders.gov.in>. Digital signature is mandatory to participate in the e- tendering. Bidders already possessing the digital signature issued from authorized CAs can use the same in this tender.
5. Submission of Original Documents: The bidders are required to submit - (a) Proof of online payment of RFP processing fee and bid security (EMD) for the amount and in the form provided in the RFP document or EMD Exemption proof and (b) Original copy of the technical bid to the Joint Director cum CHD, Women & Child Development, BTC, Kokrajhar, Assam on a date as per RFP, either by registered post or by hand, failing which the bids shall be declared non-responsive and summarily rejected.
6. Further, both Technical and Price Bid should be uploaded in the official website <http://assamtenders.gov.in>

7. Last Date/ Time for receipt of RFP through e-tendering: Please refer RFP. A hard copy of the Technical Bid only must be submitted on or before the last day and time of tender submission. In case of any discrepancy between the online bid and the hard copy of the bid, the contents of the bid submitted online shall govern and shall be considered for evaluation.
8. Online submission of RFP is mandatory for both technical and financial bids, and must be submitted online on the website: <https://assamtenders.gov.in>.
9. The RFP submitted by the bidders shall remain valid for acceptance for a period not less than ninety (90) days after the deadline date for bid submission.
10. The Price/Rate approved will remain valid for a period of one year from the date to be fixed by the Price Finalization Committee.
11. Other details can be seen in the bidding documents. The Purchaser (Joint Director cum CHD, Women & Child Development, BTC, Kokrajhar, Assam) shall not be held liable for any delays due to system failure beyond its control. Even though the system will attempt to notify the bidders of any bid updates, the Employer shall not be liable for any information not received by the bidder. It is the bidders' responsibility to verify the website for the latest information related to the tender.
12. The Bid/ RFP inviting authority reserves the right to cancel the Bid/ RFP at any time.

Sd/-
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Women & Child Development,
BTC, Kokrajhar

**GOVT. OF ASSAM
DIRECTORATE OF WOMEN & CHILD DEVELOPMENT, BTC,
KOKRAJHAR**

RFP DOCUMENT FOR Computer Training (6 months DCA Course) for girl students of BTR

RFP Summery

1. Purpose of RFP:

The purpose of this RFP is to seek participation of eligible organizations for Computer Training (6 months DCA Course) for girl students of BTR under Women & Child Development, BTC, Kokrajhar, and to this end, engage such organizations as Implementation Agency (IA) for Computer Training (6 months DCA Course) for girl students of BTR to improve the computer literacy among the girls of BTR as per the term of reference (TOR) given in this RFP document.

2. Overview and objective:

The proposal for Computer Training (6 months DCA Course) for girl students of BTR under Women & Child Development Department, BTC aims to provide computer training to girl student of 5 districts of BTR. Computers are an essential part of the modern era, and they are beneficial in various fields for various purposes. From education to the IT sector, libraries to railways, all the organizations have computers to serve the essential needs and goals. As computers have become the pinnacle of every field in present times, a person without the basic knowledge of handling computers is unable to perform to his/ her full potential.

In the 21st century, every prominent job requires the employee to be endorsed with basic computer knowledge and it has become a basic amenity for the women job seekers to have the knowledge of computer for achieving their desired goals.

Benefits:

1. Six-months of Free Computer Training.
2. Valid government certificate of recognition.
3. Free soft skill and Entrepreneurship Training

3. Project Objectives:

The maximum numbers of Government/ private jobs need Computer literacy/ knowledge, where minimum 6 months diploma/ certificate in computer is mandatory. So for this, the candidates have to undergone paid diploma/ certificate courses in computer. After analyzing this scenario, the Women & Child Development, BTC wants to provide free computer courses along with diploma/certificate to girl students of BTR so that they can get Government as well as private jobs with an aim to empowering the women of BTR.

4. Program Outcome

- As Computer Certificate/ Diploma is very essential to apply for several Government examination so it will be helpful for them to get a job.
- Achievement of Digital Literacy for the girls and help in achieving Women Empowerment in BTR.
- Opening up of better job opportunities for the girls in BTR.
- Confidence to handle computers and cope up with the modern world.
- Progress in economic and social status of girls gradually leading to the social and economic development of entire BTR.

5. Submission Requirements:

Bidder shall submit their proposal in **online mode** in <https://assamtenders.gov.in> and a **Hard Copy** of proposal along with all necessary documents seal & signed by authorized signatory of the organization to be submitted in sealed envelope at **Office of the Joint Director cum CHD, Women & Child Development, BTC, Dimalgaon, P.O. - Titaguri, Kokrajhar**. The envelope shall bear the name of the Assignment on Top and Name & Address of the bidder in bottom.

6. Earnest Money Deposit (EMD):

The Earnest Money Deposit (EMD) will be Rs. 50,000.00 (Rupees Fifty Thousand) only for general caste (2%) and Rs. 25,000.00 (Rupees Twenty Five) only for Reserve Category (1%).

MSME registered firms/companies/ Organizations are exempted from EMD on production of valid MSME Certificate.

EMD to be refunded to the successful bidder after completion of the work. EMD will be refunded to all unsuccessful bidders within 30 days from last date of RFP submission.

7. Performance Security:

Within 10 (ten) days after the Supplier's receipt of Notification of Award, the Supplier shall furnish Performance Security 2% of the contract amount. Performance Security will be submitted in the form of Fixed Deposit pledge to the Joint Director cum CHD, Women & Child Development, BTC, Kokrajhar. Failure of the successful bidder to furnish the performance security as per provision of the bid shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest evaluated bidder or call for new bids.

8. Eligibility Criteria:

Sl. No.	Particulars	Documents required
1	Must have existence for a period of 3 years	Incorporation /Registration certificate/ Trust deed of the firm, MOA along with SEED, BTC Registered/approved/ Empanelled Training Provider Certificate.
2	Bidder must have presence in each of the 5 districts of BTR	Documentary evidence to be submitted (Rent Agreement)
3	Annual turnover in the last three FY i.e. 2021-22, 2022-23, 2023-24.	Audited financial statements/CA certified true copy stating the turn over.
4	Bidder should have experience in providing Computer Literacy / Digital Literacy Training program to minimum 500 candidates in BTR in any one of the financial years (2021-22, 2022-23, 2023-24 & 2024-25).	Documentary evidence/work order from Govt. authority should be submitted.
5	No bidder/consortium members should have been be blacklisted by any State Government or Central Government agencies or corporations governed by them.	Self-declaration in organization's letterhead to be enclosed.
6	No bidder/consortium members should have been involved in any fraudulent activities.	Self-declaration in organization's letterhead to be enclosed.

9. Target achievement Schedule/ Timeframe

- The proposal for Computer Training (6 months DCA Course) for girl students of BTR by the IA would be done within time and the duration of the program would be as per RFP.
- However, post empanelment of the IA, the expected start date is likely to be immediately after issue of work order.

10. Evaluation Criteria:

- a) In this part, the technical bid will be reviewed for determining the eligibility of the bidder for the Project and to ascertain Compliance of the Technical bids with the Tender terms and conditions, technical requirements and scope of work as defined in this RFP.
- b) In case of no response by the bidder to any of the requirements with regard to the contents of the Technical Bid, he shall not be assigned any marks for the same
- c) Technical bid of the bidder shall be opened and evaluated for acceptability. The bidders shall respond to the requirements as explained below for their evaluation with regard to experience and qualification. Also, the bidder shall refer and respond to all requirements as mentioned in the RFP document.
- d) The bidder would be technically evaluated out of 100 marks. All the bidders who secure overall minimum of 70% will be considered as technically qualified.
- e) Technical Evaluation shall be on the basis the following parameters and associated marks:

Sl. No.	Particulars	Marks allotted	Maximum Marks
1	Existence of the organization		25
	Above 3 years	25	
	Above 4 years	10	
	Above 10 years	25	
2	Must have presence in 5 districts of BTR (5 marks in each district)	25	25
3	Average Annual Turnover		25
	Above 3 Crore	10	
	Above 4 Crore	15	
	Above 10 Crore	25	
4	Experience in providing Computer Literacy / Digital Literacy Training program in BTR.		25
	More Than 500 candidates	10	
	More Than 1000 candidates	15	
	More than 1500 candidates	25	

11. Schedule of Release of Payment:

- *50% payment shall be release after enrollment of beneficiaries.
- *40% payment shall be release after completion of 1 month of training.
- *10% shall be released after completion of Training.

12. Role and Responsibilities of Implementing Agency:

- Ensuring the quality of Training Program and Computer Training (6 months DCA Course) for girl students of BTR as per the proper standards and specifications with minimum quantifiable guidance.
- Organizing extra curricular activities for wholesome personality development of trainees.

13. Role and Responsibilities of the Client

- To release payments as per Guidelines subject to the completion and achievement of all deliverables and milestones.
- To monitor and assess quality of program and ensure that the Program are held as per agreement & guideline of Women & Child Development, BTC with the second party.

14. Anti-corruption Measure

- Any effort by RFP Applicant(s) to influence the Client in the evaluation and ranking of technical Proposals, and recommendation for award of Contract, shall result in the rejection of the Proposal.
- A recommendation for award of Contract shall be rejected if it is determined that the recommended applicant has directly or through an agent, engaged incorrupt, fraudulent, collusive, or coercive practices in competing for the contract in question.

15. Resolution of Disputes

In case dispute arising between the Women & Child Development, BTC and the Agency, which has not been settled amicably, Arbitration proceedings will be held at Kokrajhar, Assam. The decision of the arbitrator shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. The expenses of the arbitration as determined by the arbitrator shall be borne by the Agency. However, the expenses incurred by each party in connection with the preparation, presentations shall be borne by the party itself.

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Guwahati or Kokrajhar, Assam.

Sd/-
i/c. Joint Director cum CHD,
Women & Child Development,
BTC, Kokrajhar

Annexure-A

Data Sheet of the Organization

Sl. No.	Description	Details
1	Name of Applicant Organization	
2	Constitution of the Firm (Submit copy of Registration/ Incorporation)	
3	Date of Registration/Incorporation	
4	Place of Registration /Incorporation	
5	PAN Card Number (Submit copy of PAN Card of the Applicant Organization)	
6	Name of Authorized Signatory	
7	Designation of Authorized Signatory	
8	Contact Address and Number	
9	Primary point of contact (if different from Authorized Signatory)	Name: Contact no: Email:

Name:

Designation:

Complete Address:

Seal and Sign:

Annexure-B

Financial Bid											
	A1	A2	A3	A4	A5	A6	A7	A8	A9	A10	A11
Sl. No	Name of the Course	Cost Category	Rate	Hours Per Day	Total Hours	Duration	Assessment Cost	Training tool Kit	Total Cost Per Trainee (A3xA5+A7+A8)	Total Number of Trainee	Total Cost (A9 x A10)
1	Computer Training (6 months Diploma in Computer Application (DCA))			1 Hour (26 days in a month)	156	6 months				250	
Total										250	00.00
Amount in words:											