



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

Tender No.: E.No.: 679341/2025/1

Dated:04/08/2025

**Bidding through GeM Portal**

Implementation of  
**Expression of Interest (EOI) for selection of Agency for  
FULLY RESIDENTIAL VOCATIONAL AND SKILL  
DEVELOPMENT TRAINING PROGRAMME IN THE  
JOB ROLE MAKE-UP ARTIST UNDER GORKHA  
DEVELOPMENT COUNCIL, ASSAM  
FOR THE YEAR 2024-25**

ATC

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

**ADDRESS FOR COMMUNICATION:**

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

**SECTION-1****FULLY RESIDENTIAL VOCATIONAL AND SKILL DEVELOPMENT TRAINING PROGRAMME IN THE JOB ROLE MAKE-UP ARTIST UNDER GORKHA DEVELOPMENT COUNCIL, ASSAM FOR THE YEAR 2024-25**

<b>1</b>	<b>Name of Work</b>	<b>Expression of Interest (EOI) for Selection of Organisation for implementing Fully Residential Vocational and Skill Development Training Programme in the Job Role Make-Up Artist under Gorkha Development Council, Assam for the year 2024-25</b>
<b>2</b>	<b>EMD - in form FD/DD/BG</b>	Rs. 26,000/- (1% of Tender Value for SC/ST/OBC, 2% of Tender Value for General)
<b>3</b>	<b>Tender Through</b>	Gem.gov.in
<b>4</b>	<b>Email for queries</b>	All queries will be submitted to the email id: <a href="mailto:assamdirectorateofwelfareofsc@gmail.com">assamdirectorateofwelfareofsc@gmail.com</a>
<b>5</b>	<b>Bid Submission Start date and time</b>	As per GeM schedule date
<b>6</b>	<b>Last Date &amp; Time of online submission</b>	As per GeM schedule date
<b>7</b>	<b>Last Date &amp; Time of receipt of hard copy</b>	On last date of online tender submission as per GeM schedule to be submitted to Department
<b>8</b>	<b>Date &amp; Time of opening of technical bids and presentation by the bidder</b>	As per GeM schedule date
<b>9</b>	<b>Place of opening of technical bid and presentation by the bidder</b>	Directorate of Welfare of SC & BC, Assam & Office of the Member Secretary, Gorkha Dev. Council, Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06
<b>10</b>	<b>Cost of bid document</b>	Not required
<b>11</b>	<b>Tenders addressed to</b>	Director, Welfare of Scheduled Castes & Backward Classes, Assam & Office of the Member Secretary, Gorkha Dev. Council, Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06
Note:-The Bid shall be in two parts viz. Technical Bid (Part-I) and Financial Bid{Part– II(in Section-3 Bid Form and Price Schedule Bid Form)}.		

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

1. **Introduction:** The project aims to provide structured Skill Development Training for unemployed Gorkha youth in the job role of Make-up Artist, addressing both employment and entrepreneurial opportunities in the Media & Entertainment Sector. A total of 30 candidates will undergo a 400 hr residential skill training to enhance their skills, promote self-employment and improve socio-economic standing.
2. **Objectives:** Directorate of Welfare of Scheduled Castes & Backward Classes (DWSC&BC), Govt. of Assam aims that deserving youths belonging to Gorkha community for job role of make-up artist to help them be successful in their career. Directorate of Welfare of SC & BC, Assam & Office of the Member Secretary, Gorkha Dev. Council, Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06 would like to engage reputed and experienced Institutes having relevant experience in skill training.

The following are the objectives of the skill development training:

- To supplement the sincere efforts of the Government in making a Skilled India.
- To provide a platform to youth and students for learning new skills or building existing ones so as to become capable of earning their livelihood through their skills.
- To certify the youth in specific trades.

3. **Eligibility:** Following types of organizations will be eligible for submission of EoIs-

- a. The EoI is invited from Training Institutes/Organizations.
- b. The bidder must be either of the following
  - (i) An Organisation/Training Institute having incorporation certificate/ trust/ societies registered under Societies Registration Act, XXI of 1860 and must be mandatorily registered in Assam and should be operational in Assam for the last 3 years.
- c. The organization should have been in existence in Assam for atleast 10 years.
- d. The bidder must have minimum 5(five) years of experience in conducting skill development training.
- e. The bidder must have work order related to skill development training for Assam State Govt. for last 03 (three) years.
- f. The organization should have a minimum average annual turnover of Rs. 1 Cr over the last financial three years i.e. 2021-22, 2022-23 & 2023-24. CA certified Turnover Certificate with UDIN needs to be furnished.
- g. Organization should have a record of providing skill development training to atleast 3000 candidates in the last 05 years. Work orders from state governments/PSU/Central Governments must be submitted as supporting evidence.
- h. Organisation must have experience of working with atleast 5 (Five) Development Councils/Autonomous Councils of Assam in the last three years.
- i. The organization must be possession of valid PAN.
- j. The Bidder should not have been blacklisted by any government departments/agency/ Ministries or PSUs in the last three financial years i.e., 2021-22, 2022-23 and 2023-24. Notarized Affidavit with respect to the same needs to be furnished along with this bid. The applicant shall also be not blacklisted at the time of applying the tender.
- k. EMD in form of FD/DD/BG of Rs. 26,000/- shall be submitted in favour of

“Director, Welfare of Scheduled Castes & Backward Classes, Assam” payable at Guwahati. Bidder must upload the scanned copy of the DD/FD/BG as a proof, along with bid and has to ensure delivery of hard copy before the last date and time of submission of hard copy. Bidders belonging to SC/ST/OBC category will pay 1% of Tender value.

- l.** The work should be started within 60 days from the date of issuance of Work Order.
- m.** The Director, Welfare of SC & BC, Assam is not bound to accept the lowest rates. The Director, Welfare of SC & BC may reject any or all tenders if deemed necessary. The decision of the Bid Evaluation Committee will be final and binding to all in this regard.
- n.** All Bid Documents should be self-attested by the Bidder concerned.

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

- To act as Agency for Skill Development Training.
- To provide training based on curriculum prescribed by NSDC.
- Provide classroom and lab facilities as per SSC norms.
- Conduct assessment of candidates from respective SSC/Third-Party Assessment.
- Document the training through videos and still photographs (since beginning and till completion of the assignment) and daily class reports. Such materials will have to be submitted to the Directorate.
- The Organisation/Agency shall submit quarterly reports, attendance and progress reports to the Directorate besides the final reports after completion of training period.
- An approved Standard Operating Procedure shall be shared to the selected agencies from the Directorate towards conducting the training activities which shall be binding in nature.

**5. Responsibility & Obligation:**

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

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

- a)** Potential Applicant must complete the undertaking placed at Annexure B.
- b)** Tender should be applied through GeM portal only.
- c)** One original hard copy form of proposal signed by the Authorized Signatory in ink is

required by the Authority. No typed or pencil signatures will be accepted. The proposal submitted must be without any overwriting, correction, double typing etc.

- d) The Bidder shall submit the Technical Bid Documents in a single envelope. Envelope shall be sealed which must be super-scribed as **“Selection of Organisation for implementing Fully Residential Vocational and Skill Development Training Programme in the Job Role Make-Up Artist under Gorkha Development Council, Assam for the year 2024-25”** and addressed to **“Directorate of Welfare of SC & BC, Assam & Office of the Member Secretary, Gorkha Dev. Council, Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06.**
- e) The deficiency in documents may result in rejection of the Bid.
- f) The EMD/FD will be returned to unsuccessful applicants within 60 (sixty) days from the date of finalization of order.

## 7. Preparation of Bid Documents

### A. Technical Bid

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

### B. Financial Bid

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

## 8. Period of validity

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

**9. Evaluation of Bid**

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

**Key Submissions:**

Sl. No.	Name of document
1	Court fee stamp of Rs. 8.25/-.
2	EMD in form of FD/DD/BG of Rs. 26,000/-
3	Registration Certificate
4	Audit Report for the financial year 2021-22, 2022-23 and 2023-24.
5	Copy of CA certified Turnover Certificate with UDIN for the last financial three years
6	PAN Card
7	Notarized affidavit stating: i) his/her organization is not under a declaration of Ineligibility/Blacklisting for corrupt and fraudulent practices or for any other causes by Govt. of Assam and or Govt. of India or any other State ii) undertaking to the effect that it would accept all Terms and Conditions
8	Work order from 5 (Five) Development Council/Autonomous Council of Assam in providing skill development training in the last three years.
9	Organization should have a record of providing skill development training to atleast 3000 candidates in the last 05 years. Work orders from state governments/PSU/Central Governments must be submitted as supporting evidence.
10	Work orders of providing skill development training from Assam state government in last 03 (three) years.
11	Form Tech 1 to Form Tech 4
12	Bid documents signed by the authorized representative of the Bidder

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

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

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

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

Where,

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

T(s) = technical score obtained by the bidder

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

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

LEC = Lowest evaluated cost of the financial proposal.

EC = Evaluated cost of the financial proposal.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract and will be called for

negotiations, if required. In the event of a tie, the bids with the highest technical score will be rated as the best bid. Beyond that, Authority will decide the matter in its full discretion. **The Director, Welfare of Scheduled Castes and Backward Classes, Assam & Office of the Member Secretary, Gorkha Dev. Council, SwahidDilipHuzuri Path, Sarumotoria, Dispur, Guwahati-06 is not bound to accept the lowest rates. The Director, Welfare of Scheduled Castes and Backward Classes & Member Secretary, Gorkha Dev. Council, SwahidDilipHuzuri Path, Sarumotoria, Dispur, Guwahati-06 may reject any or all tenders without assigning any reason thereof. The decision of the Bid Evaluation Committee will be final and binding to all in this regard.**

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

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

<b>Bid Component</b>	<b>Supporting Documents</b>	<b>Maximum Weight age in Technical Score</b>
Should have been in existence in Assam for atleast 10 years <b>10-15 years: 5 marks</b> <b>15 and above: 10 marks</b>	Incorporation certificate (with registered address in Assam)	10
The agency should have a minimum average turnover of Rs. 1 crore over the last financial three years i.e. 2021-22, 2022-23 and 2023-2024 <b>i) Rs.1 Cr– 1.5 Cr: 5 Marks</b> <b>ii) Rs.1.5 Cr and above: 10 Marks</b>	Audit Report and Turnover Certificate	10
Experience of working with Development Councils/Autonomoud Council of Assam <b>i) 5-10 work orders: 5 Marks</b> <b>ii)10-15 orders: 10 Marks</b> <b>iii) 16 and above work orders: 15 Marks</b>	Work orders from Development Council/Autonomous Council of Assam	15
Experience of providing skill development training to at least 3000 candidates in the last 5 years <b>i) 3000-3500 students: 5 marks</b> <b>ii) Above 3500: 10 marks</b>	Work orders from state governments/PSU/central government	10
Experience of providing skill development training in similar domain in Assam <b>i) 1-3 work order(s): 05 Marks</b> <b>ii) 4 and above work orders: 10 Marks</b>	Work order(s) from Assam state government	10
ToT in job role of Make-Up Artist	ToT certificate with contact number of Trainer	15
Presentation		30

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

The Authority may at any time by a written order given to the bidder, make changes within the



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

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

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

### **12. Notification Award**

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

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

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

### **14. Rejection Criteria**

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

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

### **15. General**

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



Evaluation will be carried out on the available information in the bid.

- ❖ Any other point, which may arise at the time of evaluation, will be decided by Authority for assessment of the bids.

**16. Other Important Information**

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

**17. Confidentiality:**

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

## SECTION-2

Instructions to Agencies

SIN o.	Particular	Details
1.	Name of the Authority	Director, Directorate of Welfare of Scheduled Castes & Backward Classes, Govt. of Assam
2.	Name of the assignment /job	<b>Selection of Organisation for implementing Fully Residential Vocational and Skill Development Training Programme in the Job Role Make-Up Artist under Gorkha Development Council, Assam for the year 2024-25</b>
3.	Address	O/o Directorate of Welfare of SC & BC, Assam & Office of the Member Secretary, Gorkha Dev. Council, SwahidDilipHuzuri Path, Sarumotoria, Dispur, Guwahati-06
4.	Proposals must remain valid days after the submission date, i.e. until	90 Days
5.	Proposal combination	Submission of the technical proposal in improper form will render the proposal liable to be rejected.
6.	The format of the technical proposal to be submitted are-	
6.1	Documents listed in 9 (a)	Key Submissions
6.2	Annexure A	Proforma for bid and acceptance of conditions
6.3	Annexure B	Undertaking
6.4	Form Tech 1	Letter of proposal submission
6.5	Form Tech 2	Details of the bidder
6.6	Form Tech 3	Experience of agency in providing training
6.7	Form Tech 4	Experience Of Agency In Working With Various Development Council/Autonomous Council Of Assam
6.8	Earnest Money Deposit in form of FD/DD/BG	Rs. 26,000/-
6.9	Bid Processing Fees/tender Fees	Not required

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

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

To:

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

Sub: BID for the Work .....

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

Dear Sir,

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

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

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

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

Yours faithfully,

Signature of Bidder

OR

Authorized Signatory,

**ANNEXURE B****UNDERTAKING**

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

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

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

Dated.....

Signature of the Bidder

**ANNEXURE- C****PROFORMA FOR EXECUTION OF AGREEMENT.****(TO BE EXECUTED BEFORE ISSUANCE OF WORK ORDER)****(Specimen to be vetted by Legal Department) STAMP PAPER**

(of appropriate value as per Stamp Act)

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

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

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

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

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

1 Partner

Signature

.

2 Partner

Signature

On behalf of M/S.....

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

1. Name:  
Address:

Signature

2. Name  
Address:

Signature

FORM TECH 1

Cover Letter  
(On Letterhead of the Lead Partner)

To,  
Director,  
Directorate of Welfare of SC & BC, Assam  
& Member Secretary, Gorkha Dev. Council,  
SwahidDilipHuzuri Path, Sarumotoria, Dispur, Guwahati-06, Assam

**Sub: Submission of Technical Bid**

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

**Dear Sir/Ma'am,**

With reference to the above, I/We would like to inform you that having examined the EOI Document for 'Selection of Organisation for implementing Fully Residential Vocational and Skill Development Training Programme in the Job Role Make-Up Artist under Gorkha Development Council, Assam for the year 2024-25', application form including guidelines for submission, scope of work etc., we hereby submit the Technical Proposal sealed in an envelope for our selection.

We hereby declare that:

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

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

Sincerely,

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

## FORM TECH 2

Details of the Bidder  
(On the Bidder's Letter Head)

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



## FORM TECH 3

**EXPERIENCE OF AGENCY IN PROVIDING TRAINING**

(On the Letter head of the Bidder)

**Note: Only state governments/PSU/Central Governments work orders to be considered**

Name of Client &Address	Assignment Name & Type	Value of Assignment (Rs.)	No. of Candidates

(Signature of the Authorized Person)

Date:

Seal:

## FORM TECH 4

**EXPERIENCE OF AGENCY IN WORKING WITH VARIOUS DEVELOPMENT COUNCILS/AUTONOMOUS COUNCIL OF ASSAM**

(On the Letter head of the Bidder)

<b>Name of Client &amp; Address</b>	<b>Assignment Name &amp; Type</b>	<b>Value of Assignment (Rs.)</b>	<b>Number of candidates</b>

(Signature of the Authorized Person)

Date:

Seal: