



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

Tender No. 688987/2025/2

Dated: Guwahati the 19th August' 2025

Bidding through GeM Portal

Implementation of
**Expression of Interest (EOI) for selection of Agency for Vocational Training for
APSC and Other Competitive Examinations for the youths of Koch Rajbongshi
Community under Koch Rajbongshi Development Council of Assam**

BIDDING DOCUMENT

(To be used for furnishing bids by the Eligible Bidders)

ADDRESS FOR COMMUNICATION:

*Directorate of Welfare of SC&BC,
Assam,
& Office of the Member Secretary, Koch Rajbongshi
Dev. Council, Swahid DilipHuzuri Path, Sarumotoria,
Dispur, Guwahati-06
E-mail: assamdirectorateofwelfareofsc@gmail.com*

SECTION-1**Expression of Interest (EOI) for selection of Agency for Vocational Training for APSC and Other Competitive Examinations for the youths of Koch Rajbongshi Community under Koch Rajbongshi Development Council of Assam**

1	Name of Work	Expression of Interest (EOI) for selection of Agency for Vocational Training for APSC and Other Competitive Examinations for the youths of Koch Rajbongshi Community under Koch Rajbongshi Development Council of Assam
2	EMD	Rs. 5,00,000/- (DD/FD/BG)
3	Tender Through	Gem.gov.in
4	Pre - Bid Meeting	N/A
5	Bid Submission Start date and time	As per GeM Schedule
6	Last Date & Time of online submission	As per GeM Schedule
7	Last Date & Time of receipt of hard copy	As per GeM Schedule
8	Date & Time of opening of technical bids and presentation by the bidder	As per GeM Schedule
9	Place of opening of technical bid and presentation by the bidder	Directorate of Welfare of SC & BC, Assam & Office of the Member Secretary, Koch Rajbongshi Dev. Council, Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06
10	Tenders addressed to	Directorate of Welfare of SC & BC, Assam & Office of the Member Secretary, Koch Rajbongshi Dev. Council, Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06
11	Tender Fee Cost	Nil
Note:-The Bid shall be in two parts viz. Technical Bid (Part - I) and Financial Bid {Part – II (in The Gem Portal)} .		

1. Introduction:

The **Koch Rajbongshi community** is a historically significant indigenous group of Assam, celebrated for its rich cultural heritage and valuable contributions to the state's socio-cultural landscape. However, despite this proud legacy, the community continues to face persistent challenges, particularly in securing sustainable employment opportunities for its youth. To address this gap, the proposed initiative seeks to deliver **high-quality vocational training and coaching for APSC and other competitive examinations**, specifically targeting meritorious students from the Koch Rajbongshi community. By providing **free, district-level access to expert-led coaching**, the program aims to equip aspirants with the knowledge, skills, and confidence required to excel in competitive exams and pursue meaningful, long-term career paths. **A total of 700 candidates** will be covered under this program, ensuring wide-reaching impact across multiple districts of Assam:

2. Objectives:

Directorate of Welfare of Scheduled Castes & Backward Classes (DWSC&BC), Govt. of Assam aims that deserving youths belonging to Koch Rajbongshi community under "Vocational Training for APSC and Other Competitive Examinations for the youths of Koch Rajbongshi Community" would be trained for the APSC and Other Competitive Examinations as per their capabilities and merit and thereby make them successful in their career.

Directorate of Welfare of SC & BC, Assam & Office of the Member Secretary, Rajbongshi Dev. Council, Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06 would like to engage reputed and experienced Institutes having relevant experience in competitive examinations training. The course will contain a package of intensive training for 3 months (including holidays), study materials, mock tests, motivational classes, stipend etc. of the students

3. Eligibility:

Following types of organisations will be eligible for submission of EoIs-

1. An Organisation/Training Institute having incorporation certificate and must be mandatorily registered in Assam and should be operational in Assam.
2. The agency should have a minimum average turnover of Rs. 1 crore over the last financial three years i.e. 2021-22, 2022-23 & 2023-24.
3. The bidder must have work order related to competitive exam coaching of Assam state government in last 03 (three) years not prior to the year 2020.
4. Experience of working with Assam state Govt. in last 3 years in providing APSC, other Government exam and UPSC coaching.
5. The Training Provider should submit a list of Faculty with CV and Certificate.
6. Bidder must have experience of working with Development Council/Autonomous Council of Assam in providing APSC coaching and Other Government Exam.
7. The bidder must furnish a copy of following documents along with their proposals. The below mentioned documents must be submitted mandatorily by both parties in case of consortium.
 - i) PAN Card of the Organisation/Institution.
 - ii) Registration Certificate- Company/Society/Firm/Trust
8. Bidders shall submit a notarized affidavit that his/her organization is not under a declaration of Ineligibility/Blacklisting for corrupt and fraudulent practices or for any other causes by Govt. of Assam and or Govt. of India or any other State

9. The work should be started within 60 days from the date of issuance of Work Order.
10. 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.
11. All Bid Documents should be self-attested by the Bidder concerned.

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

- a. To act as Implementing Organisation/Institute to provide training for APSC prelims and Other Competitive Examinations.
- b. Provide training for duration of 3 months to 700 candidates in different districts.
- c. The attendance records of the trainee/candidates/aspirants should be maintained in bio-metric manner/procedure.
- d. Provide complete study materials, class schedule and conduct mock tests each for all stages of the examination.
- e. Faculty should be selected/available for the training program having the pre-requisite qualifications.
- f. The Organisation/Institute shall submit reports, attendance and progress reports to the Department after completion of training period.

5. Responsibility & Obligation:

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

Examinations for the youths of Koch Rajbongshi Community under Koch Rajbongshi Development Council of Assam” and addressed to “Directorate of Welfare of SC & BC, Assam & Office of the Member Secretary, Koch Rajbongshi 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	Payment of Tender EMD / FD of Rs. 5,00,000/-
3	Registration Certificate/Trade License
4	Copy of CA certified Turnover Certificate with UDIN for the last financial three years.
5	PAN Card
6	Notarized affidavit stating: 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.
7	List of Faculty with CV and Certificate
8	Rent agreements/lease/MoU with class photographs of each branch across Assam.
9	Work order/MoUs with different colleges/universities and Assam State Govt.
10	Work order/MoU related to competitive exam coaching from Assam state government in the last 3 years.
11	Experience of working with Development Council/Autonomous Council of Assam in providing APSC Coaching and Other government Exam Coaching.
12	Annexure A, Annexure B, Annexure C
13	Form Tech 1 to Form Tech 5
14	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 (75%) cum cost (25%) based selection QCBS – 75:25

The technical quality of the proposal will be given weight age of 75%. 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 25%. 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 0.75

T(s) = technical score obtained by the bidder

F (w) = weight of financial proposal i.e. 0.25

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, Rajbongshi Dev. Council, Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06 is not bound to accept the lowest rates. The Director, Welfare of Scheduled Castes and Backward Classes & Member Secretary, Rajbongshi Dev. Council, Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06 may reject any or all tenders without assigning any reason thereof. The decision of the Bid Evaluation Committee will be final and binding to all in this regard.

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

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

Bid Component	Supporting Documents	Maximum Weight age in Technical Score
Work order/ MOUs/Completion certificate with at least 3 different colleges/ universities. i. Less than or equal to 8 work orders/MoU: 03 Marks ii. 9-14 work orders/MoU: 05 Marks iii. 14 work orders/MoU and above: 10 Marks	Work order/ MOUs/ Completion certificate	10
Organisation must have Experience of working with Development Council/Autonomous Council of Assam and Assam state Govt. in providing APSC, other Government exam and UPSC coaching i) Less than or equal to 2 work orders/MoU/completion certificate: 05 Marks ii) 3-5 work orders/MoU/completion certificate: 10 Marks iii) 6 work orders/MoU and above work orders/MoU/completion certificate: 15 Marks	Work order/ MoU/ Completion certificate	15
Proof of students who have passed in APSC examination in last 5 years i) Less than or equal to 149: 03 Marks i) 150-449 students: 05 Marks ii) 450 and above students: 10 Marks	Undertaking as mentioned in Key Submission No. 11. Names of candidates with name of post and rank to be provided.	10
Organization should have Faculty with CV and Certificate. i) Less than or equal to 10 Faculty: 05 Marks ii) 11- 20 Faculty: 10 Marks iii) 21 and above Faculty: 15 Marks	List Faculty with CV and Certificate as per attached format.	15
The agency should have a minimum average turnover of Rs. 1 crore over the last financial three years i.e. 2021-22, 2022-23 & 2023-24 i) Upto 0.99Cr: 0 Marks ii) Rs. 1 Cr. and above: 5 Marks	Work order/ MoU/ Completion certificate	5
No. of Branches i) Less than or equal to 04 branches: 05 Marks ii) 05-07 branches: 10 Marks iii) 08-10 branches: 15 Marks	Rent Agreement /MoU and Class photograph(s)	15

Presentation (must contain list of candidates who have passed APSC examinations)	Add Training Model and Approach Methodology and Training Outcome	30
--	--	----

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

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

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

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

12. Notification Award

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

13. Issuance of the Work Order

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

14. Rejection Criteria

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

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

15. General

- ❖ Bidder shall not make any alteration/charges in the bid after the closing time and date. Unsolicited correspondences from bidder will not be considered.

- ❖ If at any stage of bidding process or during the currency of the work, any suppression/falsification of such information is brought to the knowledge of the Authority, the Authority shall have the right to reject the bid or cancel the work order, as the case may be, without any compensation to the bidder.
- ❖ The bidder deemed to have complied with all clauses in the bid under all the sections/ charges of the Bidding document, unless otherwise stated in the deviation statement. Evaluation will be carried out on the available information in the bid.
- ❖ Any other point, which may arise at the time of evaluation, will be decided by Authority for assessment of the bids.

16. Other Important Information

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

17. Confidentiality:

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

SECTION-2**Instructions to Agencies**

Sl No.	Particular	Details
1.	Name of the Authority	Director, Welfare of Scheduled Castes & Backward Classes, Govt. of Assam
2.	Name of the assignment /job	Expression of Interest (EOI) for selection of Agency for Vocational Training for APSC and Other Competitive Examinations for the youths of Koch Rajbongshi Community under Koch Rajbongshi Development Council of Assam
3.	Address	O/o Directorate of Welfare of SC & BC, Assam & Office of the Member Secretary, Koch Rajbongshi Dev. Council, Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06
4.	Proposals must remain valid days after the submission date, i.e until	90 Days
5.	Proposal combination	Submission of the technical proposal in improper form will render the proposal liable to be rejected.
6.	The format of the technical proposal to be submitted are-	
6.1	Documents listed in 9 (a)	Key Submissions
6.2	Annexure A	Proforma for bid and acceptance of conditions
6.3	Annexure B	Undertaking
6.4	Form Tech 1	Letter of proposal submission
6.5	Form Tech 2	Details of the bidder
6.6	Form Tech 3	Experience of agency in providing training
6.7	Form Tech 4	List of faculty with organisation
6.8	Form Tech 5	List of students who have cleared APSC
6.9	Earnest Money Deposit / FD	Rs. 5,00,000/-

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

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

To:

The Director, Welfare of SC & BC, Assam

Guwahati-06, Assam

Sub: BID for the Work

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

Dear Sir,

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

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

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

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

Yours faithfully,

Signature of Bidder

OR

Authorized Signatory,

ANNEXURE B**UNDERTAKING**

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

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

1. I/We am/are submitting Bid for the work.....against Bid Notice No.....Dated.....and I/we offer to execute the work in accordance with all the terms, conditions and provisions of the bid.
2. Myself/ Our Partners/Directors don't has/have any relative as employee of Director, Welfare of SC & BC, Assam.
3. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this Bid is complete, correct and true.
4. All copy of documents and credentials and documents submitted along with this Bid are genuine, authentic, true and valid.
5. I/We here by authorized department to seek references/clarifications from our Bankers.
6. I/We have not been banned or delisted by any Govt., or PSUs.
7. If any information and document submitted is found to be false/ incorrect at any time, department may cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues including Earnest Money and banning/ delisting of our organisation and all partners of the organisation etc.
8. 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

FORM TECH 1

Cover Letter
(On Letterhead of the Lead Partner)

To,
Directorate of Welfare of SC & BC, Assam
& Member Secretary, Koch Rajbongshi Dev. Council,
Swahid Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-06, Assam

Sub: Submission of Technical Bid

EOI No.: _____

Dear Sir/Ma'am,

With reference to the above, I/We would like to inform you that having examined the EOI Document for ‘ Vocational Training for APSC and Other Competitive Examinations for the youths of Koch Rajbongshi Community under Koch Rajbongshi Development Council of Assam”, application form including guidelines for submission, scope of work etc., we hereby submit the Technical Proposal sealed in an envelope for our selection.

We hereby declare that:

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

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

Sincerely,

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

FORM TECH 2

Details of the Bidder

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

A	Organization Profile		
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 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 Lead Partner)

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

Name of Client & Address	Assignment Name & Type	Value of Assignment (Rs.)	Work Order Attached in Page No.

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

(Signature of the Authorized Person)

Date:

Seal:

FORM TECH 4

LIST OF FACULTY WITH ORGANISATION/AGENCY

Name of Faculty	Subject	Qualification	Years of experience

(Signature of the Authorized Person)

Date:

Seal:

FORM TECH 5

LIST OF STUDENTS WHO HAVE CLEARED APSC FROM ORGANISATION/ AGENCY

Name of Student	Name of exam cleared	Rank	Year of passing

(Signature of the Authorized Person)

Date:

Seal:

