

EOI FOR EMPANELMENT THROUGH E-PROCUREMENT PORTAL

No. : ABOCWWB/ Banking, SSC, and ADRE/2025/202

EOI For : Empanelment of Institute/ Organisation/Agency for providing coaching to children of the registered construction workers of Assam Building & Other Construction Workers' Welfare Board for preparing them on various competitive examinations (Banking, SSC, and ADRE)

Issued by : Labour Commissioner-cum- Member Secretary, Assam Building & Other Construction Workers' Welfare Board

Issue Date : 19.07.2025 (4.00 PM)

Submission Date : 01.08.2025 (5.00 PM)

Opening Date : 02.08.2025 (11.30 AM)

Contact details : Email: abocww.board@assam.-gov.in
bocwassam@gmail.com



Labour Commissioner, Assam
-cum- Member Secretary, Assam Building &
Other Construction Workers' Welfare Board, Guwahati-16

DISCLAIMER

This EOI is not an agreement and is neither an offer nor invitation by the ABOCWWB to the prospective bidders or any other person. The issue of this EOI does not imply that the Board is bound to empanel one or more Applicant(s) or to appoint the selected bidders, as the case may be, for the implementation of the program and the ABOCWWB reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

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**OFFICE OF THE ASSAM BUILDING AND OTHER CONSTRUCTION WORKERS'
WELFARE BOARD, GOPINATH NAGAR, GUWAHATI-16**

Notice

No. 672481/109


Date: 19.07.2025

Eols are invited from reputed legal entities meeting the eligibility criteria for “**Empanelment of Institute/ Organisation/ Agency for providing coaching to students (i.e. children of registered construction workers) of Assam Building & Other Construction Workers Welfare Board, Labour Welfare Department for preparing them on various competitive examinations (Banking, SSC, and ADRE)**” through assamtenders.gov.in only.

Data sheet-

Sl. No.	Particulars	Data
1	Issue Date	19.07.2025 (4.00 PM)
2	Submission Deadline	01.08.2025 (5.00 PM)
3	Inviting Authority/ The intender	Labour Commissioner, Assam -cum- Member Secretary, Assam Building & Other Construction Workers' Welfare Board, Guwahati-16
4	Bid Validity	120 Days ,Once empanelled validity shall be ruled by empanelment validity.
5	Opening Date & time	02.08.2025 (11.30 AM)
6	Empanelment Contract Period	1 year from the date of empanelment with provision for extension.
7	Per-bid Query submission	abocww.board@assam.-gov.in bocwassam@gmail.com
8	Last date for submission of query via. email	23.07.2025 (4.00 PM)
9	Processing Fee (Non-refundable)	Rs. 2,000/-
10	Mode and Venue for Submission	Online through assamtenders.gov.in
11	Mode of Evaluation	Eol Evaluation only for Empanelment

Detailed documents may be downloaded from assamtenderes.gov.in
The intender reserves the right to accept/ reject any or all Eol without assigning any reason thereof. No minimum amount of work is guaranteed to any bidder and this Notice is to empanel ready pool of component services for the required services/work.


Labour Commissioner, Assam
-cum- Member Secretary, Assam Building &
Other Construction Workers' Welfare Board, Guwahati-16

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Copy to:

1. The Secretary to the Govt. of Assam, Labour Welfare Department for kind Information.
2. PS to Hon'ble Minister, Labour Welfare Department, Assam for kind appraisal of the Hon'ble Minister

Sd/-
Labour Commissioner, Assam
- cum- Member Secretary, Assam Building &
Other Construction Workers' Welfare Board, Guwahati-16

1. Background

A Centre for Career Guidance was started by putting three things together a classroom cum study centre, a mechanism to enable students and teachers' participation and an organizational setup to run and support the entire programme with the following objectives:

1. To supplement the sincere efforts of the Government in providing coaching to aspirants preparing for various competitive examinations (Banking, SSC, and ADRE)
2. To set up a classroom for career guidance aimed at recruitment to prestigious Govt. posts and also to secure a seat to increase recruitment of people from construction workers community of the state and to bring in the voice of people from the community to the decision making tables of the Government.
3. To provide a platform to youth and students for Interaction with administrators, successful entrepreneurs, academicians and others and to reach out to students in far flung areas of the state for promoting better career choices among them.
4. To integrate the resources available and make these accessible to the aspiring youths of the construction workers community.
5. Coaching facility may be provided at minimum of 5-6 locations in different districts of Assam i.e. Jorhat, Tinsukia, Dibrugarh, Sonitpur, Golaghat, Nagaon or anyother location decided by the authority.

Therefore, the Commissionerate of Labour, Government of Assam (GoA), proposes to empanel reputed coaching institutions to provide comprehensive coaching for aspirants preparing to aspirants preparing for various competitive examinations (Banking, SSC, and ADRE) . This initiative aims to enhance access to quality education by facilitating structured and result-oriented academic support for eligible students of Assam.

2. Objective:

To empanel eligible and experienced coaching institutions capable of delivering a high standard of training, infrastructure, and mentoring to improve the success rate of selected candidates in the Banking, SSC, and ADRE competitive examinations.

3. Eligibility Criteria for Coaching Institutions:

1. The institution must be established under the Indian Partnership Act, 1932 / Societies Registration Act, 1860 / Companies Act, 2013 or relevant Act of the State/UT.
2. Must have a minimum of 3 years' experience in providing coaching for Banking/SSC/ADRE.
3. Must have been fully functional for a minimum of 3 years at the time of application, with an annual enrolment of at least 2000 students each year.
4. Must provide residential and canteen facilities.
5. Must have a library with seating capacity for at least 150 students.

8. Must have an average turnover of ₹25 lakh over the last 3 years as evidenced by ITRs.
9. Must have provided services to at least 5 Government entities with valid work orders.
10. The cumulative value of government work orders must be above ₹50 Lacs.
11. The institute should not be blacklisted or terminated by any Government Department, Agency, or PSU at the time of application.
12. The institute must have its headquarters located in Assam.

4. Eligibility and Selection Criteria for Beneficiary Students:

1. Only students who are graduates (minimum Bachelor's degree) from any recognized educational institution are eligible.
2. Selection will be through a qualifying entrance test under the scheme.
3. Each eligible student may avail the benefit only once.
4. From the second year, institutions must obtain declarations from students confirming no prior availing of the benefit.
5. Students must maintain a minimum of 90% attendance. Absence beyond 30 coaching days without valid reason will lead to discontinuation.

5. Responsibilities of the Coaching Institution:

1. Coaching must be provided for a minimum of 10 months.
2. Medium of instruction: English and Assamese.
3. Engage qualified full-time/part-time faculty.
4. Ensure uninterrupted conduct of classes.
5. Deliver comprehensive syllabus coverage for Banking/SSC/ADRE.
6. Incorporate latest coaching methodologies and strategies.

6. Duration of Empanelment:

Empanelment shall be valid for a period of 1 year, subject to review based on performance.

7. Monitoring & Evaluation:

Institutes will undergo regular progress reporting, audits, and third-party evaluations by the Commissionerate of Labour, GoA.

8. Termination Clause:

Any deviation from the ToR, poor performance, or breach of obligations may lead to termination following due process.

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9. Marking Matrix for Evaluation of Coaching Institutions:

Sl. No.	Evaluation Criteria	Max. Marks	Evaluation Basis
1	Years of Experience in Coaching for Banking/SSC/ADRE	10	3 years – 5 marks 4–5 years – 7 marks More than 5 years – 10 marks
2	Annual Student Enrollment in Last 3 Years	10	2000–3000 – 5 3001–5000 – 7 Above 5000 – 10
3	Number of Successful Candidates in Last 3 Years	15	100–125 – 5 125–150 – 10 301+ – 15
4	Infrastructure (Library, Residential & Canteen)	10	All 3 – 10 Any 2 – 7 Only 1 – 5
5	Faculty Strength	10	5–10 – 5 11–15 – 7 >15 – 10
6	Average Turnover (Last 3 Years)	10	₹25L – 5 ₹26L–0.5Cr – 7 >₹0.5Cr – 10
7	Govt. Training Project Experience	15	2–4 – 7 5+ – 15
8	Govt. Work Order Value	10	₹10L–₹25L – 5 ₹25L–50L – 7 >₹0.5Cr – 10
9	Presence in Assam (Districts Covered)	5	1 – 2 2–3 – 3 >3 – 5
10	Use of Technology in Coaching	5	Manual – 2 Mixed – 4 LMS/Hybrid – 5

Minimum qualifying score for empanelment: 60 marks

- All Evaluation Criteria should be supported with **proper documentary proof**.
- Bidders shall submit the **letter of participation & List of Staff in payroll** (format given as Annexure I & II) mandatorily along with the EOI.

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10. Technical Qualification Criteria:

To be considered for empanelment, coaching institutions must meet all the following mandatory technical qualifications and score at least 60 marks in the marking matrix provided:

1. Legal Status: Must be registered under the relevant Act.
2. Experience: Minimum 3 years coaching in Banking/SSC/ADRE.
3. Operational History: Operational for last 3 years.
4. Student Enrolment: Minimum 2000 per year.
5. Success Record: 150+ qualified students in last 3 years.
6. Infrastructure: Must include residential (hostel facilities), canteen, library (150 seat). Rates should be adopted as per latest notification of NSDC
7. Turnover: ₹75 lakh cumulative in last 3 years (via ITRs).
8. Govt. Work Experience: At least 2 govt. projects with ₹50 lakh value.
9. Location: Headquarters in Assam.
10. Non-blacklisting: Not blacklisted or terminated by govt./PSU.

11. INSTRUCTIONS TO APPLICANT-

General Information:

- I. The Bidder must submit the EoI online on the e-procurement website.
- II. Corrupt and Fraudulent Practices – Assam Building & Other Construction Workers Welfare Board requires compliance on the bidder's part with Government of Assam's policy in regard to corrupt and fraudulent/prohibited practices as set forth in this proposal.
- III. Conflict of Interest - The agency is required to provide professional, objective, and impartial services, at all times holding Assam Building & Other Construction Workers Welfare Board interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work. The agency has an obligation to disclose to Assam Building & Other Construction Workers Welfare Board for any situation of actual or potential conflict that impacts its capacity to serve the best interest of Assam Building & Other Construction Workers Welfare Board. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract and/ or sanctions by the Government.
- IV. In preparing the Proposal, bidders are expected to examine the EoI document in detail. Material deficiencies in providing the information requested in the EoI document may result in rejection of the Proposal.

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- V. The bidders shall bear all costs associated with the preparation and submission of proposal, and Assam Building & Other Construction Workers Welfare Board shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. Assam Building & Other Construction Workers Welfare Board is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the bidders.
- VI. The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Agency/Suppliers and Assam Building & Other Construction Workers Welfare Board, shall be written in English only. All documents produced as Annexures in any Language, other than English, should be accompanied by certified translated copy in English.
- VII. Confidentiality From the time the Proposals are opened to the time the agencies are empanelled, the bidders should not contact any of the officials of Assam Building & Other Construction Workers Welfare Board on any matter related to the selection process. Information relating to the evaluation of Proposals and empanelment recommendations shall not be disclosed to the bidders or to any other party not officially concerned with the process, until the entire process of empanelment is duly completed.
- VIII. Any attempt by the bidders or anyone on behalf of the bidders to influence improperly Assam Building & Other Construction Workers Welfare Board in the evaluation of the Proposals or Empanelment decisions may result in the rejection of its Proposal, and may be subject to the application of prevailing Government sanctions procedures.
- IX. Notwithstanding the above provisions, from the time of the Proposals opening to the time of Empanelment notification, if the bidder intends Assam Building & Other Construction Workers Welfare Board on any matter related to the selection process, it should do so only in writing.
- X. Bidders shall submit all the necessary documents along with the Eol before the last date & time for online submission. Proposal received after the submission deadline will be treated as non-responsive and will be excluded from further evaluation process.
- XI. Joint Ventures / Consortiums are not allowed.
- XII. Eol's must be direct, concise, and complete Assam Building & Other Construction Workers Welfare Board will evaluate bidder's proposal based on its clarity and directness of its response to the requirements of the project as outlined in this Eol document.
- XIII. Bidders shall furnish the required information on their Eol proposal in the enclosed formats only. Any deviations in format or if the proper information is not provided, the Eol will be liable for rejection.
- XIV. Eol Evaluation committee may seek further clarification, if required, while evaluating the proposal.
- XV. The Eol opening date, time and the address are as stated in the Eol document
- XVI. Arbitration and Jurisdiction will be under the purview of legal framework of Guwahati.

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XVII. Amendment of Eol Document: At any time prior to the deadline for submission of the Eol, Assam Building & Other Construction Workers Welfare Board may for any reason, modify the Eol document. The amendment document shall be notified through the website <http://www.assamtenders.gov.in> and such amendments shall be binding on all the bidders.

XVIII. Disqualification: Assam Building & Other Construction Workers Welfare Board may at its sole discretion and at any time during the evaluation of Eol, disqualify any applicant, if the applicant;

a. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements:

b. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures etc. in any of the projects in the preceding three years,

c. Submitted a proposal that is not accompanied by required documentation or is non-responsive to the requirement of this Eol document.

d. Failed to provide clarification related thereto, when sought,

e. Was declared ineligible/blacklisted by State/UT/Central Government;

f. Tried to influence the evaluation process either directly or indirectly

g. Any other reason as per relevant rules or justified grounds for rejection.

XIX. Area of Work: The empanelled agencies will cater to the specific needs of Assam Building & Other Construction Workers Welfare Board and the services may be needed to be delivered throughout the state of Assam. Details of the required services shall be intimated time to time.

XX. Termination: If in the view of Assam Building & Other Construction Workers Welfare Board the performance of an agency is not satisfactory, then Assam Building & Other Construction Workers Welfare Board may at its sole discretion, terminate the empanelment, for that particular project as well as terminate the agency's engagement with Assam Building & Other Construction Workers Welfare Board and in doing so, shall intimate the agency in written with the termination letter.

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- XXI. The decision Assam Building & Other Construction Workers Welfare Board in the above matters shall be final and binding

Price Bid –

Price Bid will be invited from shortlisted candidate only.

Payment terms will be mentioned by the Assam Building & Other Construction Workers Welfare Board at in the Price Bid.

EMD & Performance Security-

EMD and performance security shall be sought for (if required) from the agencies at the same time of signing MoU.

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Annexure 1

Letter of Participation

To: **Labour Commissioner, Assam**
- cum- Member Secretary, Assam Building &
Other Construction Workers' Welfare Board

Eol No:
Name of the Coaching type for which Eol is submitted:
(for the Banking, SSC, and ADRE)

I/We

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of (insert business address)

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Hereby express our Interest in response to the Expression of Interest (Eol) for the empanelment procedure.

We hereby submit our confirmation of application as detailed below-

We understand, the evaluation shall be done based on our response to the Eol only.

Our Response is valid until Days from the submission deadline. On successful empanelment, the validity shall be ruled by the validity of Empanelment.

We declare that we have competent manpower, resources and expertise to deliver the services and works as per the requirement of this Eol document, to be detailed out in subsequent processes of procurement.

We understand, this is a process of empanelment only and no minimum work is guaranteed through this process.

I/We understand that the Authority reserves the right to accept / reject any application and the selection is at their sole discretion.

We declare that we have not been debarred/blacklisted/sanctioned by any government agency/department/authority and no judicial litigation is pending against us. A declaration in non-judicial stamp paper is submitted herewith to this effect.

Authorised Signature

Name in full:

Agency Name:

Title: Date:

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Annexure-2

List of Staff in payroll
(to be filled by the bidder)

Sl No.	Position	Name	Qualification and most relevant experience	Signature of the Staff
1				
2				
3				
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5				
6				
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