

REGISTRAR OF COOPERATIVE SOCIETIES, ASSAM

ENGAGEMENT OF TRAINING INSTITUTE / AGENCY THROUGH GeM PORTAL TO CONDUCT TRAINING IN DIFFERENT SUBJECT MATTER AT DIFFERENT OFFICES OF THE ZONAL TO ASSTT. REGISTRAR OF COOPERATIVE SOCIETIES, ASSAM.

**INVITES ON-LINE TENDERS
THROUGH GEM PORTAL**

Sl. No.	Description	
(a)	Tender Name	Engagement of Training Institute / Agency through Gem Portal to conduct Training in different subject matter at different Offices of the Zonal to Asstt. Registrar of Cooperative Societies, Assam
(b)	Last date of submission of tender	As mentioned on Gem portal
(c)	Date & Time Pre-Bid Meeting	As mentioned on Gem portal
(d)	Gem Bid Number	

**Registrar of Cooperative Societies,
Assam, Khanapara,
Guwahati – 781022**

INTRODUCTION:

Registrar of Cooperative Societies, Assam, Khanapara, Guwahati – 781022, invites tenders in Two Packet Bids system on **GEM portal** from interested, experienced and eligible vendors for “**Engagement of Training Institute / Agency through Gem Portal to conduct Training in different subject matter at different Offices of the Zonal to Asstt. Registrar of Cooperative Societies, Assam**”, on contractual basis for a period of 1 year as under: -

i)	Name of the Work	: Engagement of Training Institute / Agency through Gem Portal to conduct Training in different subject matter at different Offices of the Zonal to Asstt. Registrar of Cooperative Societies, Assam on contractual basis for a period of 1 years.
ii)	Scope of the Work	To conduct Training in different subject matter in different offices of the Zonal to Asstt. Registrar of Cooperative Societies, Assam.
iii)	Nodal Department	: Registrar of Cooperative Societies, Assam, Khanapara, Guwahati – 781022
iv)	Availability of Application cum EOI documents	: GEM portal.
v)	Technical Bid	: The Application cum EOI duly filled, signed and stamped in each page by the applicant as token of acceptance of all the terms & conditions stipulated here with all supporting documents as mentioned in this document should be uploaded on GEM portal on or before last date of submission of tender.
vi)	<u>Earnest Money Deposit (EMD)</u>	₹ 4,8025.00 (Rs. Fourty Eight thousand Twenty Five) only or MSME (UDYAM) registered bidder with valid NIC code may claim EMD exemption.
vii)	Date & Time of opening of Technical Bids	As mentioned on GEM Portal.
viii)	Notes:	
a)	Vendors who do not fulfill the minimum eligibility criteria need not apply. Any incomplete application and / or not fulfilling the minimum eligibility criteria will be summarily rejected. Moreover, the conditional tenders are liable for rejection.	
b)	All pages of the tender documents should be serially numbered and signed by the authorized person(s) of the applicant only. The authorized person(s) signing the bid shall sign all pages of the bid and official stamp should be affixed on each page.	
c)	Applicants are advised to fill in the details asked for strictly as per the enclosed forms. Applications may be rejected if relevant details are not furnished in prescribed format and also which do not meet the qualification requirements.	

d)	The Registrar of Cooperative Societies, Assam, Khanapara, Guwahati – 781022 reserves the right to cancel or postpone or modify the tender at any stage without assigning any reason thereof.
	(For and on behalf of Registrar of Cooperative Societies) Registrar of Cooperative Societies, Assam, Khanapara, Guwahati – 781022

INSTRUCTIONS TO BIDDER

- 1.0 Purpose: Engagement of Training Institute / Agency through Gem Portal to conduct Training in different subject matter at different Offices of the Zonal to Asstt. Registrar of Cooperative Societies, Assam** on contractual basis for a period of 1 year. The details are given in scope of work of the tender.
- 2.0 Invitation:** The bidders desirous of taking up the project for providing the above Services are invited to submit their technical and commercial proposal in response to this Tender on GEM portal. The criteria and the actual process of evaluation and subsequent selection of the successful bidder (L1) will be entirely at Buyer Organization's discretion. We seek proposal from the Bidders who have the necessary experience, capability & expertise to provide similar services adhering to the Buyer requirement outlined in Bid Evaluation Criteria (BEC) of this Tender. This Tender document is not an offer by the Buyer Organization, but an invitation to receive responses from the Bidders. No contractual obligation, whatsoever, shall arise from the Tender process unless and until a formal contract is signed and executed by duly authorized official(s) of the Buyer Organization with the successful Bidder.
- 3.0 Eligibility Criteria:** Bid is open to all Bidders fulfilling the eligibility criteria as per the Bid evaluation criteria (BEC).
- 4.0 Disclaimer:** The information contained in this Tender document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of the Buyer Organization, is provided to the Bidder(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided.

This Tender is neither an agreement nor an offer and is only an invitation by Registrar of Cooperative Societies, Assam, Khanapara, Guwahati – 781022 to the interested parties for submission of bids. The purpose of this Tender is to provide the Bidder(s) with information to assist the formulation of their proposals. This Tender does not claim to contain all the information, each Bidder may require. Each Bidder should conduct its own investigation and analysis and should check the accuracy, reliability and completeness of the information in this Tender and where necessary may obtain independent advice. Buyer Organization, makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender. Buyer Organization may in its absolute discretion, but without being under any obligation to do so, add and amend or supplement the information in this Tender. No contractual obligation whatsoever shall arise from the tender process until a formal contract is signed and executed by duly authorized officers of the Buyer Organization with the selected Bidder.

The Buyer Organization reserves the right to accept or reject any Bid/ offer received in part or in full, and to cancel the bidding process and reject all Bids at any time prior to contract of award, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the

Buyer Organization's action.

Buyer Organization reserves the right to reject any Bid on security and / or other considerations without assigning any reason.

Buyer Organization reserves the right to cancel the entire Bidding / procurement process at any stage without assigning any reason whatsoever.

The bidding document provides overview of the requirements, bidding procedures and contact terms. It includes Introduction, Instructions to Bidder, General terms & conditions, Scope of work, Bid Evaluation Criteria, Application form, annexure and Price bid.

The Bidder/Bidders expected to examine all instructions, statements, terms and specifications in the bidding document. Failure to furnish all information required by the bidding documents or submission of bid not responsive to the bidding documents in every respect will be at the Bidder's own risk and may result in rejection of the bid. Buyer Organization has made considerable effort to ensure that accurate information is contained in this Tender and is supplied solely as guidelines for Bidders. Furthermore, during the Tender process, the Buyer Organization is entitled to issue corrigendum to tender relevant to the Scope of Work. Nothing in this Tender or any addenda is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addressed in the Tender or any addenda.

5.0 Clarifications & Amendments: If deemed necessary the Buyer Organization may seek clarifications on any aspect from the bidder. However, that would not entitle the bidder to change or cause any change in the substances of the bid already submitted or the price quoted. The bidder may be asked to give presentation for the purpose of clarification of the bid.

6.0 Bid Integrity: Wilful misrepresentation of any fact within the Bid will lead to the cancellation of the contract without prejudice to other actions that the Buyer Organization may take. All the bids with accompanying documents will become property of the Buyer Organization.

7.0 Format and Signing of Bid:

The bidder should prepare submission as per eligibility criteria, Technical Bid, Price Bid and other requested information.

All pages of the Bid document should be serially numbered and shall be signed by the authorized person(s) only and upload the same as technical bid on Gem portal. The person(s) signing the bid shall sign all pages of the bid and rubber stamp should be affixed on each page except for an un-amended printed literature. **The bidder should submit a copy of board resolution/ power of attorney/sole proprietorship affidavit showing that the signatory has been duly authorized to sign the tender document.**

Any interlineations, erasures or overwriting shall be valid only if the person(s) signing the bid sign(s) them in full.

8.0 At any time prior to the deadline for submission of bids, Buyer Organization may modify or alter the bidding document by issuing an amendment on Buyer Organization's website and Gem portal.

9.0 Any addendum/corrigendum as well as clarification thus issued shall be a part of the tender documents and it will be assumed that the information contained in the amendment would have been taken into account by the bidder in its tender submission.

- 10.0 Any clarification issued by the Buyer Organization will be in the form of an addendum / corrigendum and will be available on Gem portal. The amendment will be binding on all bidders. The Buyer Organization, at its discretion may extend the deadline for submission of bids.
- 11.0 The Contractor shall ensure that they are fully conversant with the premises/ building/ complex in question as well as with the business activities thereat and its related manpower requirements for the work specified.
- 12.0 The Buyer Organization shall have the right to have any person removed who is considered to be undesirable or otherwise and similarly the Contractor reserves the right to remove the personnel with prior permission of the Buyer Organization, except under emergencies / unavoidable circumstances.
- 13.0 The Contractor shall exercise adequate supervision to ensure proper performance of Services in accordance with the requirements.
- 14.0 The Contractor shall issue identity cards/ identification documents to all its employees.
- 15.0 The personnel of the Contractor shall not be the employees of the Buyer Organization and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Contract.
- 16.0 The Contractor shall also provide at its own cost all benefits; statutory or otherwise to its employees and the Buyer Organization shall not have any liability whatsoever on this account.
- 17.0 The details of the machineries proposed to deploy and other technical details can be furnished in the Technical bid by the bidder.
- 18.0 No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Buyer Organization.
- 19.0 Buyer Organization reserves its right to reject any / or all the applications without assigning any reasons whatsoever and no correspondence shall be entertained in this regard.
- 20.0 Bidders shall fill in all the required particulars in the blank space provided for this purpose in the tender documents and also sign & stamp in each and every page of the tender document before submitting tender.
- 21.0 The rate should be quoted in Indian Currency only.
- 22.0 In quoting rates, the bidders are advised to take into account all factors including any fluctuations in market rates during the contract period. Please note that the rate quoted in the tender shall remain firm and valid for the contract period of 'ONE YEAR' from the date of commencement of work. During this period no request for enhancement / escalation in rates shall be considered under any circumstances.
- 23.0 The rate quoted by the bidders shall remain firm and shall cover all works mentioned in scope of work of this tender and contractors' profit, transportation charges and all statutory levies, insurance, applicable taxes, and any other statutory component.
- 24.0 The bidders are advised to inspect the site and acquaint themselves with the actual working and prevailing site conditions before quoting the rates.
- 25.0 Please note that it is bidders' responsibility to provide all items which may not be specifically mentioned in the scope of works but are necessary to complete the work and

subject services to the satisfaction of the Buyer Organization. The Buyer Organization shall not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

- 26.0** No employee of the Buyer Organization shall be engaged by the contractor during the course of carrying out the works.
- 27.0** If any bidder withdraws his tender before the said period or make any modifications in the original terms and conditions of the tender, the Buyer Organization shall, without prejudice to any other right or remedy, be at liberty to cancel such tenders.
- 28.0** The contractor must maintain an attendance register of the persons employed and the same will be inspected daily by the Buyer Organization's Officer-in-charge.
- 29.0** If any of the labour employed by the contractor is found to be under performing or any mobilization is found or found under the influence of alcohol or any abusive substance / indecent behaviour reported while on duty, such person/persons shall not be allowed to work at site anymore and the Buyer Organization reserves the rights to ask contractors for immediately removal of such person(s) with suitable substitute immediately.
- 30.0** No alterations or additions are to be made by the Contractors to the tender document. Violation of this instruction will attract rejection of the tender at the discretion of the Buyer Organization.
- 31.0** Tender shall be quoted on the prescribed format only. The tenders quoted in any other format shall be summarily rejected.
- 32.0** All the parts of this tender documents i.e., Tender Notice, General rules and Instructions to bidders, offer letter, General conditions of contract, Annexure etc. shall constitute part of the contract document.
- 33.0** The contractor shall follow such Act, rules and regulations of the Local government bodies, State/Central Government labour laws that are in force and that may be framed from time to time for completion of work. BUYER ORGANIZATION shall not be responsible for any infringement of the various statutes in force by the contractor.
- 34.0** STATUTORY DEDUCTION towards INCOME TAX, Work Contract Tax and any other statutory deductions as per the law prevalent will be made as per Rules.

PREQUALIFICATION BID DOCUMENTS & TECHNICAL BID:

The bidders are advised to upload various documents mentioned in Bid evaluation criteria (BEC) of this tender document as technical bid on Gem portal.

Bidder not submitting any one or more documents mentioned in Bid evaluation criteria (BEC) and elsewhere in this document will be rejected in technical bid and price bid of such bidders will not be considered for evaluation.

Technical Criteria:

1. No of Office where training is to be conducted = 18 Nos across Assam (List Attached along with no of Participants and No of Days of Training)
2. No of Participants= 717
3. No of Days of Training=60
4. No of Participant for Lunch/Tea= Total No of Participants from Each Office• No of Days of Training in each office

5. No of Faculty for Lunch/Tea= No of Days of Training in each office •4 (Faculty/Day)
6. Final expense is to be certified by concerned district offices
7. Vendor must have at least one prior experience of conducting govt. training in Assam with minimum value of 10 lakhs
8. Faculty Honorarium are to be paid based on the resource person selected by concerned field office
9. Working lunch are to be provided to all the participants and faculty as per the list attached (2299 Participant+240 Faculty=2539 Plates). Non Veg lunch would include Fish and Veg lunch will include Paneer.
10. 2 times per day Tea with Snake are to be provided to all Participants and Faculty.
11. 2 times mineral water is to be provided to all participants and faculty
12. Training Material including Pen, Pad and Bag are to be provided to each participant.
13. Projector are to be provided in each day of training for smooth conduct.
14. Training Venue (Conference Hall along with dining area) are to be arranged by the vendor in consultation with concerned field office.
15. Participants as well as faculty Group Photo is to be clicked by Photographer (Provided by Vendor). The printed photographs as well as training certificate are to be given to all the participants by vendor.
16. Miscellaneous expenditure of Maximum Rs. 5,000 for each office can be there and which have to be eventually certified by concerned field officer.
17. The number of Participants and duration of training as mentioned in the table is considered to be final and cannot be exceeded."

Buyer Added Bid Specific Additional Terms and Conditions

1. Bidder/ Training Institute/ Training Organization/ Trainer/ or ANY of the Director(s)/ Members shall not be banned or suspended or black listed by any Government / Public Sector Undertaking / Corporate organization or convicted in any Court of Law across India or declared Bankrupt or insolvent. A self-declaration certificate must be uploaded in the GeM portal under Bidders Official Letter Head.
2. For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:
 - a. Previous experience in providing similar Training to any Government / Semi Government/ Public Sector Undertaking / Corporate sector etc. during the last 3 years.
 - b. Execution certificate by client with order value.

- c. Any other document in support of order execution like Certification, Power point Presentation, etc.
3. Buyer Added Bid Specific Additional Terms and Conditions
- a) PAN Card in the name of the Trainer/Training Institute/ proprietor/firm/company.
 - b) Goods & Service Tax (GST) registration certificate.
 - c) Documents supporting Applicant's average Annual Financial Turnover during last 3(three) years for minimum **INR 15 lakh**.
 - d) Income Tax return for **last 3 (three) financial years**.
 - e) Experience certificate or satisfactory in operation certificate from the clients whose work has been undertaken during last 5 years (**as on 31.12.2024**) as per the qualification criteria given in BEC of this tender.
 - f) Document as proof of year of Establishment of the firm with not less than 3(three) years (**as on 31.03.2024**).
 - g) Valid Trade License issued by competent Govt. agency of the state of ASSAM not less than 3 years old **as on 31.03.2024**.
 - h) Applicants registered under MSME should submit copy of valid registration certificate of relevant category for claiming any exemption as per Govt. policy.
 - i) Filled up Application form.
 - j) Undertaking on the company's letter head and duly signed by the signatory of the bid that all the documents/certificates/information submitted by them against the tender is genuine as per annexure-1.
 - k) Undertaking that the bidder Individual / Firms / Organizations including their Partners / Directors are not blacklisted / prosecuted by any departments / statutory bodies, anywhere in India or by any Court of Law.
 - l) Affidavit: The bidder shall furnish an affidavit on stamp paper duly notarized having value of INR 100 to the effect that the correct information has been furnished in the tender and the bidder shall be solely responsible for furnishing wrong/false information in the bid. The bid will be rejected without this document.
 - m) The bidder must have to submit a Declaration on INR 100 Judicial Stamp duly notarized for not having been debarred/blacklisted either by the any Bid Inviting Authority or by any organization functional under Central/ State government/ Semi-government/ PSUs of central/ State governments. The bid will be rejected without this document.
 - n) Before submitting the Bid, bidder should visit the working site and need to submit a certificate signed by the concerned authority.
4. Data Sheet of the Services offered in the bid, are to be uploaded along

with the bid documents.

5. **EXPERIENCE CRITERIA:** Previous experience in providing similar Training to any Government / Semi Government/ Public Sector Undertaking / Corporate sector etc. during the last 3 years.
6. Rate should be quoted inclusive of all applicable taxes, duties.
7. Before issuance of the work order, the tender inviting authority may verify the credential(s) and/or other document(s) of the lowest tenderer, if found necessary. After verification, if it is found that the document(s) submitted by the lowest tenderer is/are either manipulated or false, the work order will not be issued in favour of the said Tenderer and penal action will be imposed accordingly.
8. Contract Address for communication.

--Registrar of Cooperative Societies, Assam, Khanapara, Guwahati –
781022.

SCOPE OF WORK

Engagement of Training Institute / Agency through Gem Portal to conduct Training in different subject matter at different Offices of the Zonal to Asstt. Registrar of Cooperative Societies, Assam.

1.0 SERVICES: Contractor / Training Institute / Trainer to **conduct Training in different subject matter at different Offices of the Zonal to Asstt. Registrar of Cooperative Societies, Assam.** The contractor shall be responsible for performance of under noted duties

BID EVALUATION CRITERIA (BEC)

1.0 MINIMUM ELIGIBILITY CRITERIA FOR QUALIFYING IN TECHNICAL BID:

Only those applicants who possess the following eligibility criteria should apply along with the documentary proof.

- i) The bidder must be an established Training Institute /firm /Company / Partnership / Proprietorship and minimum 3 years old as on 31.12.2024.
- ii) The bidder must have adequate experience in similar services to any Government / Semi Government/ Public Sector Undertaking / Corporate sector etc. **during last 5 years (as on 31.12.2024) as under:**
 - Execution certificate by client with order value.
- iii) The Bidder's average Annual Financial Turnover during last **3 (three) Financial years (as on 31.03.2024)** should be at least **INR 15.00 lakh.**
- iv) Bidders must submit a copy of PAN registration and copies of ITR for last 3 financial years **(AY: 2023-24, 2022-23, and 2021-22).**
- v) Bidders must submit a copy of GST registration certificate.
- vi) The cut-off date for reckoning experience would be **31.12.2024.**

2.0 Commercial rejection criteria:

The following vital commercial conditions should be strictly complied with failing which the bid will be rejected.

- i) Bid should be submitted in **Single Bid System** as per **GeM guidelines.**
- ii) Bidders should not indicate/disclose prices in techno-commercial (un-priced bid). In case bidders indicate/disclose prices in techno-commercial (un-priced bid) or at any stage before opening of price-bid, their bids shall be evaluated without giving any cognizance to such prices.
- iii) If the bidder has indicated/disclosed some price in techno-commercial bid (at techno-commercial stage) or at any stage before opening of price-bid, but has not indicated any price in its Price Bid, its offer shall be considered as without any price and thus shall be rejected and in no case price revealed in techno-commercial bid shall be considered for award.

3.0 Acceptance of terms & conditions:

The bidder must confirm unconditional acceptance of General Conditions of Contract and Special Conditions of Contract.

4.0 Other bid rejection criteria:

Offers of following kinds will be rejected:

- i) Offers which do not confirm unconditional validity of the bid for 90 days from the date of opening of bid.
- ii) Offers where prices are not firm during the entire duration of the contract and/or with any qualifications.
- iii) Offers which do not confirm to the contract period indicated in the bid.
- iv) Offers not accompanied with a copy of valid registration certificate under GST Legislation of India.
- v) Offers not accompanied with an undertaking to provide all the necessary compliances/Invoice/ documents required under GST legislation for enabling Buyer Organization to avail Input tax (GST) credit (Not applicable for the bidder who are under composition levy)
- vi) Offers not accompanied with the undertaking on the company's letter head and duly signed by the signatory of the bid that all the documents/certificates/information submitted by them against the tender is genuine.
- vii) Bidder shall bear, within the quoted rates, the Personnel Tax as applicable in respect of their personnel and their sub-contractor's personnel, arising out of this contract. Bidder shall also bear, within the quoted rates, the Corporate Tax, as applicable, on the income arising out of this contract.

5.0 Price Evaluation Criteria:

Evaluation of Bids: Bids will be evaluated based on the 'Total Lump sum Price' quoted on GeM for the entire scope of work including GST and other taxes quote. The bidder shall upload the "Price breakup" on Gem, as per the given format and the total price in the "Price breakup" format shall match with the 'Total Lump sum Price' quoted on GEM.

6.0 Instruction to bidder for submission of Price Bid:

- i) Bidder has to quote on Gem, the total "Lump sum price" for the entire contract period of 1 year for the scope of work mentioned in this tender. The bidder shall work out this total "Lump sum price" as per the "Price Breakup format" given with this tender.
- ii) The cost of Service charge for conducting Training events as per the scope of work of tender document is to be filled by the bidder in the price breakup format.
- iii) Based on the rates filled by the bidder as mentioned in the above point, the total cost of contract will be automatically calculated in the Price breakup format. The bidder shall quote this total amount on Gem as "Lump sum price".

7.0 PURCHASE PREFERENCE POLICIES

PURCHASE PREFERENCE TO MICRO AND SMALL ENTERPRISES POSSESSING VALID UDYAM REGISTRATIONS CERTIFICATE AS NOTIFIED VIDE GAZETTE NOTIFICATION NO. S.O. 2119 (E) DATED 26.06.2020 (AS AMENDED) ISSUED BY MINISTER OF MICRO,

SMALL AND MEDIUM ENTERPRISES

- i) In case participating MSEs quote price within price band of L1+15%, such MSE shall be considered for award of contract by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE. In case of more than one such MSE qualifying for 15% purchase preference, the contract shall be awarded to lowest eligible MSE amongst the MSEs qualifying for 15% purchase preference.
- ii) Provisions such as seeking support from another company, submission of JV/consortium bid, etc, wherever allowed and available to large companies in the tender document shall also be available to MSEs. However in order to avail the benefits reserved for MSEs i.e. purchase preference, the MSE bidder shall have to rely on their own strength or on the strength of another MSE only to meet the various tender requirement including technical and financial evaluation criteria. In cases of support from MSE, the supporting MSE(s) shall have to fulfil all the obligations prescribed for a supporting company as per BEC conditions. Further, in case of bid from incorporated JV/consortium, in order to avail the benefits, all the members of the bidder i.e. Incorporated JV / consortium shall have to be MSEs

APPLICATION CUM TECHNICAL BID FORM

(Please strike-off which is not applicable.)

1.	<p>a) Name of the applicant/organization</p> <hr/> <p>Full Postal Address of the Firm (Within the state of ASSAM)</p> <p>Contact Details</p> <p>(i) Phone No.</p> <p>(ii) Mobile No.</p> <p>(iii) E- mail address.</p>	
2.	<p>Year of establishment</p> <p>Please enclose documentary evidence</p>	
3.	<p>Constitution of Firm Enclose certified copies of documents as evidence. Sole proprietorship/ Partnership /Private Ltd. / Ltd. Co. / Any other (Please specify)</p>	
4.	<p>Name of the Proprietor / Partners / Directors of the organization / firm Enclose certified copies of document as evidence.</p>	
5.	<p>Category of Proprietor / Partners / Directors of the organization / firm (Gen/OBC/MOBC/SC/ST)</p>	
5.	<p>Name/s of authorized signatory with designation</p>	
6.	<p>Mode of Authorization Enclose certified copies of document as evidence Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)</p>	
7.	<p>Details of registration whether proprietorship firm, partnership firm, company, etc. Name of registering authority, date and registration number (Note: partnership firms not registered with the appropriate authority need not apply), if any</p>	

	Enclose certified copies of document as evidence.	
8.	Details of valid Trade License issued within state of ASSAM not less than 3 years old as on 31.03.2024 as a proof of established office in Guwahati, Kamrup Metro in the state of ASSAM.	
9.	Whether registered with Govt. /Semi Govt. / Buyer Organizations / PSU or any other public organization and if so, since when? (Enclose certified copies of document as evidence).	Yes/No Name of Organization:
10.	Number of years of experience in the field and details of work in any other field	
11.	Annual Turnover of the organization for the last 3 (three) financial years. (Average Annual Turnover for the last 3 years must be minimum Rs 15 Lakh)	
12.	PAN No. (Income tax) Enclose certified copies of document as evidence	
13.	Goods & Service Tax (GST) No. Enclose documentary evidence	
14.	Whether last three years IT returns filed (enclose certified copies of the IT returns of the last 3 FY)	
15.	Details of similar works in operation/completed to be entered in Annexure -4 along with copies of work completion /in operation certificates, work orders and completion certificates.	
16.	Details of Key Personnel Permanently employed.	
17.	Furnish the names of 3 responsible persons along with their designation, address, telephone no., etc., for whose organization, you have completed / in operation for similar jobs and who will be in a position to certify about the performance of your organization.	
18.	Whether any Civil Suit/litigation arisen in contracts executed during the last 10 years. If yes, please furnish the name of the employer, nature of work, contract value, work order and brief details of litigation. Give name of the Court, place, and status of pending litigation. Attach a separate sheet if required.	

19.	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted. (The Tenders from Individual / Firms / Organization including their Partners / Directors who have been blacklisted/prosecuted by any departments / statutory bodies, anywhere in India or by any Court of Law, shall not be entertained).	
20.	Please mention whether your any relative(s) is (are) working in the State Buyer Organization of India with the name, relationship, address etc.	Yes/No If yes, please submit the details of the Buyer Organization's employee separately.
21.	Registration details for the EPF / ESI / Labour License / Trade License details under the Labour Contract Act as applicable.	

I/We have read and understood the terms and condition of the tender document and this Application form along with Annexure and my/our firm fulfills the ELIGIBILITY CRITERIA FOR QUALIFYING IN TECHNICAL BID described in this BEC of this document.

(SIGNATURE OF AUTHORIZED SIGNATORY)

ANNEXURE-1

Declaration by Applicant:

I/We hereby confirm and certify that the information given above is correct and true and the enclosures annexed herewith are genuine to the best of my / our knowledge.

I/We are authorized to sign and submit these documents.

I /We understand that if any stage it is found / noticed by the Registrar of Cooperative Societies, Assam, Khanapara, Guwahati – 781022, that any information thus provided by us is untrue / incorrect partly or fully and in case of receipt of adverse / unsatisfactory report from other clients, Registrar of Cooperative Societies, Assam, Khanapara, Guwahati – 781022 may not consider our application or may take any appropriate action against us.

I /We also understand that partly / wrongly filled application and / or applications not on prescribed pro-forma and / or applications not accompanying relevant documents / enclosures / annexed documents may be liable to be summarily rejected by Registrar of Cooperative Societies, Assam, Khanapara, Guwahati – 781022.

I /We understand that this is merely an application & does not entitles me /us to be necessarily qualified in Technical Bid by Registrar of Cooperative Societies, Assam, Khanapara, Guwahati – 781022 and reserves the right to reject all and / or any application without assigning any reason whatsoever.

All the terms & conditions etc. mentioned in this Tender are acceptable to us.

(SIGNATURE OF AUTHORIZED SIGNATORY)

NAME:

SEAL OF THE FIRM

PLACE:

DATE:-

Note: Please enclose all the Annexure with relevant supporting documents duly self-attested.

ANNEXURE-2

DECLARATION OF NEAR RELATIVES OF BUYER ORGANIZATION EMPLOYEES

I/We.....S/o/D/o.....
.....Residing at.....hereby certify that none of our relatives(s) as defined in the Tender document is/are employed in Registrar of Cooperative Societies, Assam, Khanapara, Guwahati – 781022 as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, the Registrar of Cooperative Societies, Assam, Khanapara, Guwahati – 781022 shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

(The near relatives are members of a Hindu undivided family/husband and wife/ the one related to the other in the manner as father, mother, son(s) and son's wife (daughter- in-laws), daughter(s), husband (son-in-law), brother(s) and brother's wife, sister(s) & sister's husband (brother-in-law) etc.

Place:

Signature with seal of the Firm/Company

Date:

Name in Capital Letters:

Address:

ANNEXURE-3

List of clients whose work has been undertaken/in operation for the last 5 years (copy of Experience certificates to be attached):

Sr. No.	Name of the Client, Location, and Name and Mobile No. of Contact Person	Details of services	Number of Trainees Attended
1			
2			
3			
4			
5			

Signature of Authorized Representative _____

Name of Authorized Representative _____

Date: _____

Place: _____

Note: The Registrar of Cooperative Societies, Assam, Khanapara, Guwahati – 781022 may make telephonic or written inquiries about the work done, including satisfaction of the client, and may also visit the client sites. Vendors should note that by providing the names of the clients in this form, they are authorizing the Registrar of Cooperative Societies, Assam, Khanapara, Guwahati – 781022 to make inquiries about them with those clients.

ANNEXURE- 4**UNDERTAKINGS / DECLERATIONS TO BE PROVIDED BY THE BIDDERS:**

To
 The Registrar of Cooperative
 Societies, Assam, Khanapara,
 Guwahati – 781022.

Sr. No.	Description	Undertaking / Declaration / Confirmation (Yes/No)
1	I/We undertake that I/We submitted an undertaking on the company's letter head and duly signed by the signatory of the bid that all the documents/certificates/information submitted by us against the tender is genuine.	
2	I/We undertake that we have a well-established and functional office in Guwahati , Kamrup Metro, in the state of ASSAM and submitted a copy of trade license issued by the appropriate authority of Guwahati, Kamup Metro the state of ASSAM as a proof of establishment of office is not less than 3 years old as on 31.03.2024.	
3	I/We undertake that I/We submitted an undertaking an undertaking to the effect that his/their no near relative or relatives is/are employee(s) of the Registrar of Cooperative Societies, Assam, Khanapara, Guwahati – 781022.	
4	I/We undertake that I/We submitted an Undertaking that the bidder Individual / Firms / Organizations including their Partners / Directors are not blacklisted / prosecuted by any departments / statutory bodies, anywhere in India or by any Court of Law.	
5	I/We have valid GST Registration certificate under GST Rules and copy of same are enclosed with our offer	
6	I/We, hereby confirm unconditional acceptance of General Conditions of Contract given and Special Conditions of Contract given of the tender document.	
7	I/We, hereby confirm unconditional validity of our bid for 90 days from the date of opening of bid.	
8	"I/We hereby declare and accept that if we withdraw or modify our Bid during the period of validity, or if we are awarded the contract and we fail to sign the contract or fail to submit the performance security before the deadline defined in the NIT, we will be suspended for the period of two years".	
9	I/We hereby confirm that we have filled up the price break up format given with this tender document and uploaded it on Gem with the Price bid only.	

10	I/We confirm that the Total lump sum price calculated as per the Price break up format is exactly same with the Lump sum price quoted on GEM.	
11	I/We hereby confirm that we have not uploaded the filled-up price break up format with Technical bid on Gem.	
12	I/We undertake that I/We submitted an Undertaking that the bidder Individual / Firms / Organizations including their Partners / Directors have no pending complains/claims/litigation for non-compliance of any norms of any nature of the acts mentioned in Annexure-I of the Service Level Agreement.	

(SIGNATURE OF AUTHORIZED SIGNATORY)

NAME:

SEAL OF THE FIRM

PLACE:

DATE:-

SITE VISIT CERTIFICATE

GEM Bid No.:..... Dated

This is to certify that Sri..... Representative/Proprietor of
M/s..... situated at.....
has visited..... to acquaint themselves with
the operational requirements at the site on..... at around A.M/P.M.

Place :

Date :

Seal & Signature of Nodal Officer