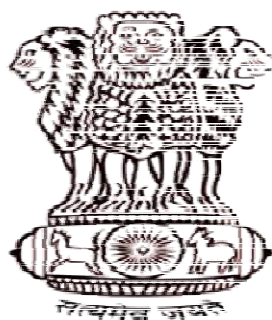


**GOVT. OF ASSAM  
BODOLAND TERRITORIAL COUNCIL  
INDUSTRIES &  
COMMERCE DEPARTMENT**



OFFICE OF THE  
ADDL. DIRECTOR CUM CHD  
INDUSTRIES & COMMERCE DEPARTMENT  
BODOLAND TERRITORIAL COUNCIL  
KOKRAJHAR

**REQUEST FOR  
PROPOSAL(RFP)**

Name of the work—Training and Toolkit Distribution (Tailoring) for  
Start-up setup in BTR in the Financial Year 2025-26

**GOVT OF ASSAM**  
**OFFICE OF THE ADDITIONAL DIRECTOR & CHD INDUSTRIES & COMMERCE DEPARTMENT**  
**BTC ::: KOKRAJHAR.**

No. IND/CHD/G-112/EDP/2020/Pt-III/408  
2025.

Dated Kokrajhar the 15<sup>th</sup> July

**PRESS NOTICE**

The Addl. Director cum CHD, Industries & Commerce Department, BTC, Kokrajhar invites RFP through e-Tendering process from Company/ Trust/ Society/ etc. for **Training and Toolkit Distribution (Tailoring) for Start-up setup in BTR** in the Financial Year 2025-26.

Details may be seen at [www.assamtenders.gov.in](http://www.assamtenders.gov.in) and also at the office of the undersigned during office hours.

Sd/-

i/c. Addl. Director & CHD,  
Industries & Commerce Dept.  
BTC, Kokrajhar.

Memo No. IND/CHD/G-112/EDP/2020/Pt-III/ 408A

Dated Kokrajhar the 15<sup>th</sup> July 2025.

Copy to:-

1. The Principal Secretary, BTC, Kokrajhar for favour of kind information.
2. The Joint Secretary, Industries & Commerce, BTC, Kokrajhar for favour of kind information.
3. The Regional Officer & CHD, Information and Public Relations, BTC, Kokrajhar for favour of information & wide circulation in one issue of three widely circulated local dailies (English, Assamese and Bodo) in the state on or before 15/07/2025
4. The Computer Programmer, BTC Secretariat, Bodofa Nwgr, Kokrajhar for information. He is requested to up-load the matter in BTC Website ([www.bodoland.in](http://www.bodoland.in)) on or before 15/07/2025
5. Sri Dhunuraj Narzary, EO for information. He is requested to upload the IFB to Departmental website [www.industriesbtc.in](http://www.industriesbtc.in) & <http://assamtenders.gov.in> on or before 15/07/2025
6. Notice Board.
7. Office Copy.

Sd/-

i/c Addl. Director cum CHD,  
Industries & Commerce Dept.  
BTC, Kokrajhar

**GOVT OF ASSAM**  
**OFFICE OF THE ADDITIONAL DIRECTOR & CHD INDUSTRIES & COMMERCE DEPARTMENT**  
**BTC ::: KOKRAJHAR.**

No. IND/CHD/G-112/EDP/2020/Pt-III/ 409

Dated Kokrajhar the 15<sup>th</sup> July 2025.

**INVITATION FOR RFP**

The Addl. Director cum CHD, Industries & Commerce Department, BTC, Kokrajhar invites RFP through e-Tendering process from Company/ Trust/ Society/ etc. for the work as detailed in the table below.

Details may be seen at [www.assamtenders.gov.in](http://www.assamtenders.gov.in) and also at the office of the undersigned during office hours.

The bidders may submit bids for the works as below: -

Sl. No.	Name of Work	RFP Value (in Rs.)	Bid Security (EMD)	Tender Processing Fees	Period of completion
1	<b>Training and Toolkit Distribution (Tailoring) for Start-up setup in BTR</b>	8,00,00,000.00	2% for General & 1 % for Reserved Category	10,000.00	6 months

Both Technical and Financial bids are to be submitted online to the website <http://assamtenders.gov.in>. Manual Bids will not be accepted. The original copies of the Technical Bids with all supporting documents for the purpose of physical verification must be submitted manually as specified in the bid documents on or before bid submission closing date & time.

Bidders may open User ID and Password by registering online at the website <http://assamtenders.gov.in> for online submission of bids. Bidders who do not have Digital Certificates may acquire the same from the approved providers under NIC in order to enable to participate in the bidding process.

The Bidder shall submit the cost of Bid Document (Non-Refundable) and Bid Security/EMD by online method through net Banking or RTGS/NEFT as per office memorandum No. FEB.269/2017/27, dtd. 21<sup>st</sup> August' 2019 (Copy enclosed).

Sd/-  
i/c Addl. Director & CHD,  
Industries & Commerce Dept.  
BTC, Kokrajhar

Memo No. IND/CHD/G-112/EDP/2020/Pt-III/409-A

Dated Kokrajhar the 15<sup>th</sup> July 2025.

Copy to:-

1. The Joint Secretary, Industries & Commerce Deptt, BTC, Kokrajhar for favour of kind information.
2. The General Manager, DI&CC, Kokrajhar/Chirang/Baksa/Tamulpur/Udalguri for information.
3. Office Notice Board.
4. Office Copy

Sd/  
i/c Addl. Director & CHD,  
Industries & Commerce Dept.  
BTC, Kokrajhar

**Tender Schedule.**

Name of work:- Entrepreneurship Development Program (EDP)/ Training for the Student Dropouts & Unemployed Youth of every MCLA Constituency of BTR for the year 2025-26.

Tender Notice No. IND/CHD/G-122/EDP/2020/Pt.-III/409

Dated. 15/07/2025.

	Date		Hours	Minutes
Publishing Date	15/07/2025	At	12	30
Document Download Start Date	15/07/2025	At	12	30
Document Download End Date	04/08/2025	Up to	17	00
Seek Clarification Start Date	15/07/2025	At	12	30
Pre bid meeting	29/08/2025	At	11	00
Seek Clarification End Date	04/08/2025	Up to	10	00
Bid Submission Start Date	15/06/2025	At	12	30
Bid Submission Closing Date	04/08/2025	Up to	10	00
Technical Bid Opening & Evaluation Start Date	04/08/2025	At	10	30

Note:-

1. In the event of any bandh and holiday, same time on the next working day shall be taken in to account.
2. Technical Bid submitted manually will be accepted till 04/07/2025 up to 10:00 hours.

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

Sd/  
Addl. Director & CHD,  
Industries & Commerce Dept.  
BTC, Kokrajhar

**GOVT OF ASSAM  
OFFICE OF THE ADDL. DIRECTOR CUM CHD  
INDUSTRIES & COMMERCE DEPARTMENT:::BTC:::KOKRAJHAR**

**RFP Document for Training and Toolkit Distribution (Tailoring) for Start-up setup in BTR in the Financial Year 2025-26**

**INFORMATION TO BIDDER**

1. The Addl. Director cum CHD, Industries & Commerce Department, BTC, Kokrajhar, Assam, invites RFP in electronic tendering system from eligible bidders for Training and Toolkit Distribution (Tailoring) for Start-up setup in BTR. The RFP document is available online and the RFP should be submitted online on website <https://assamtenders.gov.in>.
2. Date of release of Invitation for RFP through e-procurement: Please refer RFP
3. Cost of RFP Document: The tender cost is- Please refer RFP
4. Availability of RFP Document and mode of submission: The RFP document is available online and bid should be submitted online on website <https://assamtenders.gov.in>. The bidder would be required to register in the web-site which is free of cost. For submission of RFP, the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities (CA). Aspiring bidders who have not obtained the user ID and password for participating in e-tendering may obtain the same from the website: <https://assamtenders.gov.in>. Digital signature is mandatory to participate in the e- tendering. Bidders already possessing the digital signature issued from authorized CAs can use the same in this tender.
5. Submission of Original Documents: The bidders are required to submit - (a) Proof of online payment of RFP processing fee and bid security (EMD) for the amount and in the form provided in the RFP document or EMD Exemption proof and (b) Original copy of the technical bid to the office of the Addl. Director cum CHD, Industries & Commerce Department, BTC, Kokrajhar, Assam on a date as per RFP, either by registered post or by hand, failing which the bids shall be declared non-responsive and summarily rejected.
6. Further, both Technical and Price Bid should be uploaded in the official website <http://assamtenders.gov.in>.
7. Last Date/ Time for receipt of RFP through e-tendering: Please refer RFP. A hard copy of the Technical Bid only must be submitted on or before the last day and time of tender submission. In case of any discrepancy between the online bid and the hard copy of the bid, the contents of the bid submitted online shall govern and shall be

considered for evaluation.

8. Online submission of RFP is mandatory for both technical and financial bids, and must be submitted online on the website: <https://assamtenders.gov.in>.
9. The RFP submitted by the bidders shall remain valid for acceptance for a period not less than ninety (90) days after the last date of bid submission.
10. The Price/Rate approved will remain valid for a period of one year from the date to be fixed by the Price Finalization Committee.
11. Other details can be seen in the bidding documents. The Purchaser (Addl. Director cum CHD, Industries & Commerce Department, BTC, Kokrajhar, Assam) shall not be held liable for any delays due to system failure beyond its control. Even though the system will attempt to notify the bidders of any bid updates, the Employer shall not be liable for any information not received by the bidder. It is the bidders' responsibility to verify the website for the latest information pertaining to the tender.
12. The Bid/RFP inviting authority reserves the right to cancel the Bid/RFP at anytime.

Sd/-  
Addl. Director cum CHD,  
Industries & Commerce Department,  
BTC, Kokrajhar.

GOVT OF ASSAM  
OFFICE OF THE ADDL. DIRECTOR CUM CHD  
INDUSTRIES & COMMERCE DEPARTMENT::BTC::KOKRAJHAR

**RFP Document for Training and Toolkit Distribution (Tailoring) for Start-up setup in BTR in the year 2025-25**

**RFP Summery**

**1. Purpose of RFP:**

The purpose of this RFP is to seek participation of eligible organizations for Training and Toolkit Distribution (Tailoring) for Start-up setup in BTR under Industries & Commerce Department, BTC, Kokrajhar, and to this end, engage such organizations as Implementation Agency (IA) for Training and Toolkit Distribution (Tailoring) for Start-up setup in BTR to facilitate a conducive environment for business creation and growth as per the term of reference(TOR) given in this RFP document.

**2. Overview:**

The **Training and Toolkit Distribution for Startup Setup in Bodoland Territorial Region (BTR)** is for the youth of BTR who wants to establish new Start Ups. The program aims to provide hand holding and training to youths for establishing start ups so that they can be self-dependable to make their livelihood better and helping their hand to develop the economy of BTR. The beneficiaries shall be provided with **Training along with Tool Kit** after completion of the training so that they can set up their own startup. Along with domain training, the beneficiaries shall be provided support in registering themselves in Start Up India, Micro Small and Medium Enterprise (MSME), Trade License, Goods & Service Tax (GST) registration and other necessary licenses or permissions. Also, the beneficiaries will learn about digital marketing through which they will get the proper value of their products in National, International or Global Market. Moreover, the program aims to provide all the necessary training and resources so that the beneficiaries can be start their business and establish themselves as businessman in society. This will in turn change the whole economic scenario of BTR and lead the region towards substantial economic growth.

**3. Project Objectives:**

The primary objectives of the Training & Tool Kit Distribution (Tailoring) are:

- To promote startup culture and self-reliance among youth in BTR.
- To provide skill-based training for selected trades aligned with local potential and market demand.
- To equip trainees with startup toolkits to enable immediate business setup post-training.
- To foster local employment generation and reduce dependency on external job markets.

#### 4. Program Outcome

- Increase in number of entrepreneurs by maximum coverage of youth through the program.
- Increase in micro and small enterprises in the region.
- Self-Employment generation across the region.
- Generation of local employment and reduction in youth migration.
- Strengthened entrepreneurial culture in BTR.
- Development of BTR Economy

#### 5. Submission Requirements:

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

#### 6. Earnest Money Deposit(EMD):

The Earnest Money Deposit (EMD) will be Rs.16,00,000.00 (Rupees Sixteen Lakhs) only for general caste (2%) and Rs.8,00,000.00 (Rupees Eight Lakhs) only for Reserve Category (1%).

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

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



**7. Eligibility Criteria:**

Sl.No.	Particulars	Documents required
1	Must have existence for a period of 3 years	Incorporation/ Registration certificate/ Trust deed of the firm, MOA along with SEED, BTC Registered/approved/ Empaneled Training Provider Certificate.
2	Bidder must have presence in each of the 5 districts of BTR	Documentary evidence to be submitted (Rent Agreement)
3	Average Annual turnover of Rs.3 Cr.in the last three FY i.e. 2021-22, 2022-23, 2023-24.	Audited financial statements/CA certified true copy stating the turn over.
4	Bidder should have experience in skill training along with tool kit distribution to trainees in any one of the financial years (2021-22, 2022-23, 2023-24 & 2024-25).	Documentary evidence/ work order from Govt. authority should be submitted.
5	Bidder Should have implemented Skill development related projects value of more than Rs. 1 Cr. under any department of BTC in any one of the financial years (2021-22, 2022 23, 2023-24 & 2024-25).	Documentary evidence/work order from Govt. authority should be submitted.
6	No bidder/ consortium members should have been be blacklisted by any State Government or Central Government agencies or corporations Governed by them.	Self-declaration in organization's letter head to be enclosed.
7	No bidder/consortium members should have been involved in any fraudulent activities.	Self-declaration in organization's letter head to be enclosed.

**8. Target achievement Schedule/Time frame**

- The proposal for Training and Toolkit Distribution (Tailoring) for Start-up setup in BTR by the IA would be done within time and the duration of the program would be as per RFP.
- However, post empanelment of the IA, the expected start date is likely to be immediately after issue of work order.

**9. Evaluation Criteria:**

- a) In this part, the technical bid will be reviewed for determining the eligibility of the bidder for the Project and to as certain Compliance of the Technical bids with the Tender terms and conditions, technical requirements and scope of work as defined in this RFP.
- b) In case of no response by the bidder to any of the requirements with regard to the contents of the Technical Bid, he shall not be assigned any marks for the same.
- c) Technical bid of the bidder shall be opened and evaluated for acceptability. The bidders shall respond to the requirements as explained below for their evaluation with regard to experience and qualification. Also, the bidder shall refer and respond to all requirements as mentioned in the RFP document.

- d) The bidder would be technically evaluated out of 100marks. All the bidders who secure overall minimum of 70% will be considered as technically qualified.
- e) Technical Evaluation shall be on the basis the following parameters and associated marks:

Sl.No.	Particulars	Marks allotted	Maximum Marks
1	Existence of the organization		25
	Above 3 years	5	
	Above 4 years	10	
	Above 10 years	25	
2	Must have presence in 5 districts of BTR		10
	Yes	10	
	No	0	
3	Average Annual Turnover		25
	Above 3 Crore	10	
	Above 4 Crore	15	
	Above 5 Crore	25	
4	Experience in Skill Training along with Tool Kit Distribution		20
	Yes	20	
	No	0	
5	Implemented Skill Development project value more than 1 Cr. Under any department of BTC		20
	Yes	20	
	No	0	

#### 10. Schedule of Release of Payment:

- \*50% payment will be released after enrollment of beneficiaries
- \*Remaining 50% payment will be released after completion of training and distribution of tool kit.

#### 11. Role and Responsibilities of Implementing Agency:

- Ensuring the quality of Program and Training and Toolkit Distribution (Tailoring) for Start-up set up in BTR as per the proper standards and specifications with minimum quantifiable guidance.
- Organizing extra curricular activities for whole some personality development of trainees.

#### 12. Role and Responsibilities of the Client

- To release payments as per Guidelines subject to the completion and achievement of all deliverables and milestones.
- To monitor and assess quality of program and ensure that the Program are held as per

agreement & guideline of Industries & Commerce Department, BTC with the second party.

### **13. Anti-corruption Measure**

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

### **14. Resolution of Disputes**

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

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

Sd/-  
Addl. Director cum CHD,  
Industries & Commerce Department,  
BTC, Kokrajhar.

### Terms and Conditions

1. The items rates are to be quoted as mentioned in the BOQ.
2. Rates to be quoted by the bidder must include Income Tax, GST, any other taxes/duties etc. as applicable as per govt. rules/norms.
3. The rates are to be quoted both in words and figures. In case, there is any discrepancy found in the quoted rate in words and figures, the lowest one shall be taken into consideration.
4. The bidders are to submit requisite cost of bid (non- refundable) in the form of bank draft from any Nationalized/Schedule Bank duly pledge in favour of "Principal Secretary, BTC, Kokrajhar".
5. The bidders are to submit requisite Bid security (EMD) for the work in the form of "FDR/TDR" from any Nationalized/Schedule Bank duly pledge in favour of "Additional Director & CHD Industries and Commerce Department , BTC, Kokrajhar" along with their bid failing which the bid will be summarily rejected. (Bidder belongs to ST/SC/OBC/MOBC subject to furnishing relevant documents along with the bid are under Reserved Category).
6. The bidders are to submit the copy of the valid registration (up to date) as mentioned in the IRFB.
7. The bidders are to submit copy of PAN, GST registration (up to date) along with upto date return as mentioned in the IRFB.
8. The bidders are to submit Bank certificate showing 30 % of bid amount from financial institution as financial capability to carry out the work (in original).
9. The complete technical and financial bid must be submitted at the specified address not later than the date and time indicated in the IFB. In the event of the specified date for the submission of bids declared as holiday/bandh etc. the bids will be received on the next working day at the same time and venue. Bids submitted after schedule date and time due to postal delay or whatever may be, will not be entertained.
10. The detail IRFB will be a part of bid document & bidding process.
11. Affidavit, Bank Certificate should be submitted in original along with technical bid.
12. No bid can be withdrawn by the bidder on or after the bid due date and time.
13. Financial bid of those bidders will be entitled for evaluation whose technical bids are found qualified.
14. No materials/ machineries will be issued to the selected vendor against the work.
15. Value of works is approximate and may differ in the detail bid documents for which no clam will be entertained.
16. No escalation of price will be allowed for the work in any circumstances.
17. Successful bidders will have to execute an agreement with Additional Director & CHD Industries & Commerce Deptt. BTC Kokrajhar.
18. Penalty will be imposed on selected bidder by the department doing sub-standard works or for time delays, if any, as deem fit.
19. In case of the same rate is quoted by two or more valid bidders and found to be lowest; the authority may decide to allot the work on the basis of higher value of the work performance if any.
20. The authority reserves the right not to proceed with the bidding process at any time without notice or liability and to reject any bid without assigning any reasons thereof.
21. The department is not bound to allot the works to the lowest bidder only.
22. Authority reserves the right to split any work in two or more groups.
23. In case of failure on the part of the selected bidder to complete the work in stipulated time without proper justification or if the work is found to be sub-standard, the Bid Security, Security Deposit Money and Performance Security Money (if any) against the work will be forfeited. The department reserves the right to black listed the contractor.

24. Any dispute arising out of the processing of offers and of the work order shall be subject to the jurisdictions of Hon'ble Guwahati High Court, Guwahati Assam.
25. The bidders will have to put seal and signature on each page of the bid documents and the technical documents submitted along with the bid.
26. The target no of students in each batch is maximum 60 trainees, No additional. Payment will be made for crossing the target numbers of students.
28. The bill will be considered as per the service tendered/ provided.
29. The selected vendor will select site, book hall for the training fixed the dates in consultation with the concerned General Manager, DI&CCs and intimate the same to the RFP inviting authority.
30. The selected vendor/bidder will maintain a attendance register for the participant trainees/students and resource persons with their name, & address and contact numbers.
31. The concerned General Manager, DI&CCs will certified and countersigned the attendance on daily basis and submit the register to the RFP inviting authority along with the bills in triplicate after completion of the training programme for further processing of the bills.
32. The selected vendor will submit the printed certificates during the training programme for issue in favour of the participant trainees/students.
33. Minimum 5 Nos of Photographic evidence capturing from different directions along with GPS location which is to be C/S by the concerned GM must be submitted along with the bills.
34. Bank solvency is to be submitted clearly mentioning the name of the work for showing financial soundness of the bidder.
35. The term RFP/IFB and vendor/bidder/contractor are synonyms.
36. The financial bid will be submitted separately in sealed and signed condition super scribing the name of work and bidder with address.

Sd/-  
i/c Addl. Director & CHD,  
Industries & Commerce Deptt.  
BTC, Kokrajhar

**Annexure-A****Data Sheet of the Organization**

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

Name:

Designation:

Complete Address:

Seal and Sign:

**Annexure-B**  
**Financial Bid**

<b>SL No</b>	<b>Particular</b>	<b>Cost Per Trainee (Rs.)</b>	<b>Beneficiary</b>	<b>Total Cost</b>
1	Tailoring Training cost (including food Cost) @10 days (80 hours)	00.00	4000	00.00
2	Tool Kit cost (After completion training)	00.00	4000	00.00
3	Training Tool Kit Cost (Books, pen, writing pad, Bag)	00.00	4000	00.00
4	Certification Cost	00.00	4000	00.00
<b>Grand Total</b>				<b>00.00</b>
<b>Amount in words:</b>				