



Request for Proposal (RFP)

Selection of Training Partner to implement Short Term Skill Training on **Agar Wood Processor and Agar Oil Extractor** for 200 nos. youth from Assam

RFP NO ASDM-3672/2025/135 Dated 28.07.2025

**GOVT. OF ASSAM
ASSAM SKILL DEVELOPMENT MISSION
NH: 37 GARCHUK
GUWAHATI-781035**



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The information contained in this Request for Proposal (RFP) document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority/Client or any of their employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Bids pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority/Client in relation to the programme implementation. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority/Client, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources. Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority/Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The Authority/Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process. The Authority/Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant on the statements contained in this RFP. The Authority/Client may in its absolute discretion, but without being under any obligation to do so, may amend or implement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority/Client is bound to empanel one or more Applicant(s) or to appoint the Selected Applicants, as the case may be, for the implementation of the programme and the Authority/Client reserves the right to reject all or any of the Proposals without assigning any reasons what so ever.

TENDER NOTICE

Tender No.: ASDM-3672/2025/136

Date: 28.07.2025

Online Tenders are invited on behalf of Assam Skill Development Mission from esteemed firms/agencies/companies/societies/partnership firms for Selection of Training Partner with Assam Skill Development Mission (ASDM) **Agar Wood Processor and Agar Oil Extractor** for 200 nos. youth of Assam.

The interested firms/agencies/companies/societies/partnership firms may submit their proposals online in <https://assamtenders.gov.in> on or before **19.08.2025 Up to 06:00 PM**.

The Tender documents can be seen/ obtained from <https://assamtenders.gov.in> & tender notice can be seen at <https://asdm.assam.gov.in/portlets/tenders> from **28.07.2025 at 06:00 PM**.

- The last date of submission of tender document is **19.08.2025 up to 06:00 PM**.
- The bid will be opened on **20.08.2025 at 01:00 PM** in the Office of the Mission Director, 5th Floor Assam Skill Development Mission, Katabari, Gorchuk, Guwahati-781035.
- The Date & Time of Technical Presentation by Bidders will be declared in the official website of ASDM <https://asdm.assam.gov.in>
- Submission of bid shall be through online mode Only.
- Pre-bid queries if any may be mailed to akkas.ali@govcontractor.in on or before **03.08.2025 Up to 06:00 PM** and **no bid queries will be accepted after that**.
- Reply of Pre-bid queries will be submitted in <http://asdm.assam.gov.in> on or before 07/08/2025. Further details/corrigendum and subsequent communication may also be seen at <https://asdm.assam.gov.in>.
- Value of the work is **₹58,78,000.00**
- Successful bidder has to submit Performance Security in the form of **Demand Draft** favoring “**Mission Director, Assam Skill Development Mission**”, payable at **Guwahati** for an amount of 10% of the total contract awarded within 14 days from the receipt of the LOA (letter of Acceptance).

The Proposal Inviting Authority (PIA) reserves the right to accept or reject any bid/tender, and to cancel/annul the bidding process and reject all bids at any time prior to contract award.

Name of the PIA: - Assam Skill Development Mission
Address of the PIA: - 5th Floor, Assam Skill Development Mission
Bhabananda Boro Path. Gorchuk, Guwahati-781035

Mission Director
Assam Skill Development Mission

1. Overview of ASDM

Assam Skill Development Mission (ASDM) is registered under Society Registration Act, 1860 in 2015 and is working under the aegis of Skill, Employment & Entrepreneurship Department (SEED), and Government. The Mission started functioning from January, 2017 as an apex body of all skill activities to achieve skilling and gainful employment for the youth of the state. ASDM also aims at creating a sustainable skill ecosystem for convergence of quality skills training and also encourage budding entrepreneurs in different sectors. ASDM is implementing the state-funded Placement linked Skill Development Training Programme and Centrally-funded Pradhan Mantri Kaushal Vikas Yojana for providing short term training on various skills which are in high demand. Further, ASDM has established state of the art North East Skill Centre in collaboration with ITEES, Singapore which provides one-year certificate courses in the sectors of Beauty & Wellness, Hospitality, Housekeeping, Food and Beverage Service and Retail Services. Further, more, ASDM is also implementing the establishment of the first of its kind in the entire region the Assam Skill University with financial assistance from Asian Development Bank (ADB).

2. Scope of Work:

About The Proposal: The proposal is to provide Short Term Skill Training in residential mode on **Agar Wood Processor and Agar Oil Extractor** for 200 nos. youth from Assam under special scheme with financial assistant from Govt. of Assam.

Objectives:

1. To provide Short Term Skill Training on **Agar Wood Processor and Agar Oil** in Residential mode under Special scheme of ASDM for 200 nos. youth from Assam.
2. To ensure gainful wage employment or Self-Employment to skilled certified candidates trained under this special scheme for FY 2025-26.

Under the Special scheme target here is to impart residential training to 200 nos. candidates across from districts of Assam on “**Agar Wood Processor and Agar Oil Extractor**” Non-NSQF job role with participatory certification. The training is free of cost for the candidates. The boarding and lodging rate per day per candidate would be ₹250/- payable to Training Provider (TP) for the training duration 45 days including one of certificate distribution. The Training Provider (TP) would be paid at the approved rates (₹49/- per hour per candidates as training cost, on the basis of number of candidates trained and the hours of training which also includes Training Kit (T-shirt & Cap with ASDM logo, notebook and pen).

Subcontracting or Franchising: Private Training Partners Cannot Subcontract to conduct of training in any mode. Private Training Partners cannot operate the training centers via a franchising arrangement.

Mode of Training: Residential Short term training.

Batch Formation: Training Providers to mobilize suitable for enrolment and subsequent formation of batches.

Start of Training: All batches of allocated target must be started simultaneously in order to complete training latest by November 2025.

Final Placement: Within 30 days from received of certificates by candidates.

Claim of Last/Final installment: Within March 2026.

Placement: Trained candidates are to be placed by Training through conducting Placement Event with post placement tracking for 3 months. TP to provide placement @ **80% wage employment and 20% self-employment** to certified candidates.

Selection of Job roles/ Trades: The job role is selected based on following criteria:

1. Assam Government one of priority sectors/ job roles
2. Market demand
3. Better placement opportunity to trained candidates
4. Implementation of Assam accord.

The activities involved in the project are as follows:

- ❖ Selection of Training Provider through RFP.
- ❖ Training through empaneled Training Provider.
- ❖ Training Centre (TC) must comply with the center norms of Sector Skill Council (SSC) specified for job role “Essential Oil Extractor” and prevailing Agarwood Processing Industries exists in Assam.
- ❖ TP has to mobilize requisite number of interested candidates for the training across all districts of Assam.
- ❖ Training Provider to conduct training through well qualified trainers only.
- ❖ Monitoring of training by reviewing the biometric attendance of candidates, timely center inspection by ASDM officials and District Employment Officer.
- ❖ ASDM to facilitate Participatory certification.
- ❖ Minimum 80% or mandated Placement by Training partner to certified candidates.
- ❖ The entire training cycle including payment to Training Provider will be maintained by ASDM IT-MIS portal only.
- ❖ Training Provider would create batch online in ASDM MIS portal.

Guidelines of the Project for implementation:

The scheme follows a set of guidelines, which cover various aspects of the skilling cycle. These guidelines are called as Process & Cost Norms prepared by ASDM, and are reviewed from time to time.

Some of the salient features of the Process & Cost Norms are as follows:

- a) **Non-NSQF aligned course.**
- b) The maximum batch size will be 30 beneficiaries; the minimum batch size will be 20.
- c) Candidate must have valid Aadhar Card for enrollment.
- b) The trainer for cultivation part should be minimum graduate in Agriculture/ Horticulture/ Forestry and for training of Processing (Wood & Oil) part trainers must be well versed & certified trainer of established and registered Agarwood and Agar oil processing industry,

to be certified by the concerned industry in its letter head which will be accepted as a valid document as proof of certificate of the trainer..

- c) 30 hours of mandatory training on soft skills and entrepreneurship skills.
- d) A candidate once enrolled and tagged to a particular TP, cannot enroll with any other TPs.
- e) A candidate should have at least 80% attendance to have participatory certificate. Training Providers shall be eligible for payment only if candidates achieve minimum 80% attendance in training programme.
- f) The training duration per day shall be 8 hours per day as residential mode.
- g) Placement must be done within 1 month of the candidates received certificate and they should be in employment for a continuous period of 3 months and their wages should not be below the minimum wages.
- h) The Training Provider would be paid ₹49/- per candidate on hourly basis as per category 1 job role of PMKVY 4.0 CCN.
- i) The Training Provider bills would be paid in 3 installments as follows:
 - a. 1st Installment - 30% on starting a batch.
 - b. 2nd Installment - 30% on completion of training and certification.
 - c. 3rd Installment - 40% outcome based on placement
- j) The Training Provider shall be eligible for 100% payment on placement of at least 80% of the successfully certified trainees within one month of completion of training, pro rata payment on achievement of greater than or equal to 50% and less than 80% placement, and in case of placement less than 50%, the TP shall not be eligible for the 3rd installment.
- k) All data will be uploaded in the MIS portal of ASDM.

The details of the SPOC for communication and clarification on this matter are as follows:

1. Name of SPOC: Akkas Ali
Designation: Skill Project Manager, Agri & Allied
Phone no: +91-9678415166
Email - akkas.ali@govcontractor.in

Address:
5th Floor, Assam Skill Development Mission
Bhabananda Boro path
Garchuk, Guwahati – 781035, Assam

3. Bidder Eligibility Criteria

SI	Eligibility Criteria	Documentary Evidences to be attached
1	The applicant may be any legal entity such as private companies/organizations, Government organizations/institutions, Trust, Societies, NGOs, Industrial associations, cooperatives, Private Ltd company, LLP etc. and should have been incorporated for more than 03 years at the time of submission of proposal.	Registration certificate / certificate of Incorporation
2	The applicant should have at least 3 years of experience in processing of agaru for wood & oil.	DICC / Wood Based Industry Registration certificate prior to 3 years from the issue of RFP to be submitted.
3	The bidder is not Blacklisted/ Barred/ Disqualified by any Regulator/ Statutory Body or any PSU / Govt. (Central & State)	As per Tech 4
4	The responding firm shall not be under a declaration of ineligibility for corrupt or fraudulent practices	
5	One registered / branch office should be located in the state of Assam for ease of operation, co- ordination & administration purpose.	
6	The authorized signatory should seal and sign all the necessary documents of the tender process.	Identity proof of the signatory Authority to be enclosed or Power of Attorney to be submitted wherever applicable. Power of Attorney to be submitted in Hard Copy in the office of the Mission Director, Assam Skill Development Mission before the due date of submission of RFP
7	Bid Processing fee	The Applicant needs to submit a Non-Refundable Bid Processing Fee of ₹1,200/- (Rupees One Thousand Two Hundred) Only through online in https://assamtenders.gov.in
8	EMD fees	The Applicant needs to mandatory submit EMD online amounting to ₹ 1,17,560/- (Rupees One Lakh Seventeen Thousand Five Hundred and Sixty) only in https://assamtenders.gov.in .
9	The bidder should have an minimum average annual turnover of ₹1.00 crores in last 3 (three) financial years and positive net worth (FY 2021-22, FY 2022-23, FY 2023-24)	Turnover certificate from CA and positive net worth certificate
10	Experience in skill training on Medicinal and aromatic plants/Essential oil Extraction under Govt. departments.	Work orders to be submitted

- The bid must be self-attested by the applicant with seal and sign on all pages of bid document.

4. Tender value and EMD (Earnest Money Deposit)

- I. Value of Work : ₹58,78,000.00
- II. EMD : ₹ 1,17,560.00

4.1 Earnest Money Deposit (EMD) and Performance Security: -

- I. Every applicant participating in the bidding process must furnish the required earnest money deposit (EMD).
- II. EMD of an applicant lying with Assam Skill Development Mission in respect of other bids awaiting decision will not be adjusted towards EMD for the fresh bids. The EMD originally deposited may, however, be taken into consideration incase proposals are re-invited.
- III. The EMD is to be deposited online through the portal <https://assamtenders.gov.in> as per the mode and procedure prescribed in the website.
- IV. **Refund of EMD:** The EMD of unsuccessful applicants shall be refunded without any interest after completion of empanelment process.
- V. **Forfeiture of EMD:** The EMD taken from the applicant shall be forfeited in the following cases:
 - When the applicant does not sign the agreement within a period of 14 working days of issue of Work Order. Agreement to be part of Tender Document in the format as **Annexure-I** of this document.
 - When the applicant withdraws or modifies his proposal after opening of proposals.
 - When the applicant does not deposit the Performance Security in the form of Demand Draft of value equal to 10% of the total value of the work order received, in favor of Assam Skill Development Mission before signing of the Agreement.
 - To adjust any dues against the firm from any other Agreement with Assam Skill Development Mission.
 - Rejection of proposal on account of Corrupt and Fraudulent Practices as outlined in this RFP.

4.2 Cost of Bid Document:

The Bidder has to pay in online mode a **non-refundable** amount of ₹1,200/- (One Thousand Two Hundred) Only as cost of Bid Document in <https://assamtenders.gov.in> Bids received without Tender Document Fees will be summarily rejected.

5 Procedure for Bid Submission:

The bidders are requested to submit the following:

- I. Technical bid along with the Response to Pre-Qualification Criteria, Eligibility criteria, Tender document fees and Earnest Money Deposit are to be submitted online in <https://assamtenders.gov.in>

II. No hard copy of the proposal is to be submitted.

6 Instruction for online submission:

Bids shall be submitted online in <https://assamtenders.gov.in> as detailed below: -

- i. The participating bidders in the tender should register themselves free of cost on e- procurementportal in the website <https://assamtenders.gov.in>
- ii. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digitalcertificates.
- iii. The bidders should scan and upload the respective documents in Technical bid as specified in the e-tendering portal. The bidders are advised to scan the relevant document with 100 DPI only to reduce the file size.
- iv. Technical bids are to be digitally uploaded in the e-tendering portal.
- v. Please Note that all the formats given has to be duly filled up, signed and submitted in the bid failing which the bid submitted shall be summarily rejected.
- vi. Assam Skill Development Mission reserves the right to accept or reject any proposal, and to amend/annul the tendering process/Public procurement process/RFP/reject the entire proposal at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders.

7. Evaluation Matrix

Sl. No	Particulars	Maximum Marks Allocated	Marks Obtained
1	Organization should have own Agarwood plantation (Yes- 5 Marks, No- 0 Mark)	5	
2	Organization should have registered agarwood processing & Agarwood extraction facilities. (Registration copy to attached)	10	
3	Organization should have valid trading license of agarwood & agar oil (Registration copy to attached)	5	
4	Organization should have previous experience in conducting skill training (Work Order to be produced)	5	

	Centre Visit (Marks will be allotted after Centre visit) Infrastructure based on the following parameters (Inspection to be carried out before technical evaluation) Type of Building RCC/Assam type Building (should include Reception area/Counselling room/Placement room)- Yes -1 marks No- 0 marks IP enabled CCTV camera to record the total training period with back up of 30 days 5 Yes- 1 marks No- 0 marks Well Equipped Lab Yes- 1 marks No- 0 marks High Speed Internet connectivity Yes- 1 marks No- 0 marks Power Back up facility Yes- 1 marks No -0 marks	5	
6	Presentation	20	
	Grand Total	50	

Important Notes:

- Only 3 Training Providers securing highest technical score as H1, H2 and H3 will be selected with allotted target in the ratio of 5:3:2.
- If H1 is by 2 bidders, target allocation will be in the ratio 4:4 of H1 + H2.
- If H2 is by 2 bidders, target allocation will be in the ratio 2.5:2.5
- If three or more Bidders secure equal marks in technical score the entire target will be equally distributed amongst them.

Pre Bid Queries may be sent in email id: akkas.ali@govcontractor.in and in the prescribed format within **03/08/2025 till 06:00 PM.**

RFP clause no	Clause details as per RFP	Queries

Response to pre-bid queries, if any will be uploaded in **official website of ASDM** within **07/08/2025** from last date of bid queries as mentioned above. No individual replies to bid queries will be sent. Bidders are advised to visit the website regularly for any response/corrigendum/addendum. No queries will be accepted by ASDM after the last date of bid queries.

8 Application Procedure:

1. In response to this RFP, applicant organizations meeting above criteria can apply for empanelment in the prescribed format, with required documents. ASDM based on the

requirements and available targets may empanel such Agencies.

2. The applicant organizations need to fill up the following TECHs and submit on or before the last date of submission.

TECH 1	Cover Letter
TECH 2	Data Sheet of Organization
TECH 3	List of centers (TP Has to attach ownership document for proposed center)
TECH 4	Self-declaration in notarize non-judicial e stamp paper of minimum Rs.100/-. a) The bidder is not Blacklisted/ Barred/ Disqualified by any Regulator/ Statutory Body or any PSU. b) The responding firm shall not be under a declaration of in eligibility for corrupt or fraudulent practices. c) One registered / branch office should be located in the state of Assam for ease of operation, co- ordination & administration purpose.
TECH 5	Self – Declaration
TECH 6	Mobilization & Placement Strategy
TECH 7	LoI from reputed companies/organization for placement which will be verified by ASDM
TECH 8	Work Orders of Govt. Skill Training to be attached
TECH 9	Proposed Job Role with Allocation

3. Last date for submission of documents for empanelment is **19.08.2025 till 06:00 PM**

9 Right to accept any Bid and to reject any or all Bids:

ASDM reserves the right to accept or reject any proposal, and to annul the tendering process/RFP and reject all proposals at any time prior to award of work, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for action so taken. Also, ASDM reserves the right to cancel or modify this RFP at any time.

10 Validity Period:

- i. The proposals shall be valid for a period of 180 days from the date of submission of bids. A proposal valid for a shorter period may be rejected as non-responsive. On completion of the validity period, unless the bidder withdraws his proposal in writing, it will be deemed to be valid until such time that the Bidder formally (in writing) withdraws his proposal.
- ii. In force majeure circumstances, at its discretion, ASDM may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing/email.
- iii. **Performance Guarantee of 5 % of Work order** to be submitted and will be re-funded within 3 months of completion of the training cycle. MD, ASDM reserves the right to decide the establishment of non-performance by TP.
- iv. This RFP along with the TP Agreement / MoA format is enclosed herewith as Annexure-I and the so issued, form an integral part of the whole tender process and should be read in entirety.

11 Force Majeure

I. **Definition:**

For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

- II. Force Majeure shall not include insufficiency of funds or failure to make any payment required here under.
- III. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations here under.
- IV. ASDM will decide the eventuality of Force Majeure which will be binding on both the parties.

12 No Breach of Agreement:

The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

I. **Measures to be taken:**

A Party affected by an event of Force Majeure shall take all reasonable measures To remove such Party's inability to fulfill its obligations hereunder with a minimum of delay. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible and in any event not later than fourteen (14) Days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.

The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

- II. **Extension of Time:** Any period within which a Party shall, pursuant to the Agreement to this RFP, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- III. **Consultation:** Not later than thirty (30) days after the TP has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

13. The affected Party shall, at its own cost, take all steps reasonably required to remedy and

mitigate the effects of the Force Majeure event and restore its ability to perform its obligations under this Agreement as soon as reasonably practicable. The Parties shall consult with each other to determine the reasonable measures to be implemented to minimize the losses of each Party resulting from the Force Majeure event. The affected Party shall keep the other Parties informed through written communication of its efforts to remedy the effect of the Force Majeure event and shall make reasonable efforts to mitigate such event on a continuous basis and shall provide written notice of the resumption of performance hereunder.

14. Dispute Resolution: -

The parties will try to mutually resolve any disputes as far as practically possible. In case, the dispute could not be resolved mutually, the parties will go for Arbitration. The place of Arbitration will be at Guwahati only. Also, all legal matters arising out of this agreement will be subject to the jurisdiction of the Hon'ble courts situated at Guwahati, Assam.

15. Penalty Clause

That the TP shall commence the work (skill training) not later than 10 days from the date of release of the targets to the TCs in the MIS system of ASDM otherwise the target and the Performance Guarantee shall be forfeited.

16. General Terms and Conditions: -

16.1 Definitions of terms:

In this RFP (as hereinafter defined) the following words and expressions shall have meanings hereby assigned to them except where the context requires otherwise:

- I. "Applicable Law" means the laws and any other instruments having the force of law in India for the time being.
- II. "Training Provider" or "TP" means the training provider which provides skill training and is empaneled by Assam Skill Development Mission.
- III. "Contract Agreement" shall mean the agreement between the ASDM Authority and the TP, duly signed by the parties to the agreement through their authorized representative, for the execution of the work as prescribed in the scope of work of this document and all terms and conditions mentioned here.
- IV. "Day" means calendar day.
- V. "ASDM" means Assam Skill Development Mission (ASDM) that has entered into the contract with the TP.
- VI. "Government" means the Government of India / Assam.
- VII. "Party" means "ASDM" being the First Party or the "Training Provider" being the Second Party, as the case may be, and "Parties" means both of them.
- VIII. Cost & Process Norms will mean the Cost & Process norms as are notified from time to time by ASDM.
- IX. "Services" means the work to be performed by the Training Provider pursuant to this RFP
- X. "Third Party" means any person or entity other than "ASDM" or the "Training Provider".
- XI. "In writing" means communicated in written form with proof of receipt.
- XII. "Programme" means Skill Development Programme of the State of Assam.

16.2 Authorized Representatives:

Any action required or permitted to be taken and any document required or permitted to be executed under this RFP by ASDM or the TP may be taken or executed by the officials as specified hereunder:

- I. Mission Director of ASDM for the First Party.
- II. Authorized person of the TP (Power of Attorney to be submitted as per **Annexure-II** by the TP).

16.3 Relationship between the Parties:

Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between ASDM and the TP. The TP, subject to the Agreement under this RFP, has complete charge of their Personnel performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

16.4 Notices:

- I. Any notice, request or consent required or permitted to be given or made pursuant to the contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered post/Speed Post/Courier Service to such Party at the address specified in the Contract or over official email ids..
- II. The 2nd Party may change its address or Its training center address only with due approval of ASDM hereunder by giving the notice in writing of such change or in the case of ASDM, if notified vide a notification/ office order/ circular and displayed on the website.

16.5 Location:

The Services/skill training shall be performed in the State of Assam, at such locations as are approved in MIS system of ASDM.

16.6 Taxes and Duties:

- I. The TP shall be responsible for meeting all tax liabilities arising out of the Contract or in the course of provision of its services.
- II. The income tax etc., if applicable, shall be deducted at source from the payment to the TP as per the law in force at the time of payment.

16.7 Fraud and Corruption

It is ASDM's policy to require that ASDM as well as TP should observe the highest standard of ethics during the execution of the contract. Neither ASDM nor the TP shall engage in any corrupt, fraudulent, coercive or restrictive practices during the term of the Contract or any extension thereof.

In pursuance of this policy, for the purpose of this provision, the terms are set forth herein below: -

- I. "Corrupt practice" means the offering, receiving, or soliciting, directly or

indirectly, of Anything of value to influence the action of a public official in the selection process or in contract execution;

II. “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of the contract;

III. “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process, or affect the execution of the contract;

V. “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among organizations with the objective of restricting or manipulating a full and fair competition in the selection process or the execution of the contract.

17 Suspension:

ASDM may, by written notice of suspension to the TP, without any obligation (financial or otherwise) suspend all the payments to the TP hereunder if the TP shall be in breach of the Agreement or shall fail to perform any of its obligations under the Agreement, including the carrying out of the Services; provided that such notice of suspension:

- I. Shall specify the nature of the breach or failure, and
- II. Shall provide an opportunity to the TP to remedy such breach or failure within a period not exceeding thirty (30) days after receipt by the TP of such notice of suspension. The above action will be taken by ASDM as and when deemed fit.
- III. In case of non-fulfillment of the terms of this RFP, ASDM reserves the right to suspend or terminate the agreement, forfeit the Performance Guarantee, recovery of the payments or installments released to the concerned TP and may also Blacklist the TP in case of malpractices.
- IV. Inspection of TP’s training centers will be monitored, supervised and evaluated as per Standard Operating Procedures of ASDM.

18 Termination for Default:

ASDM may, without prejudice to any other remedy for breach of Agreement, by a written notice of default of at least 30 days sent to the TP, terminate the Agreement in whole or in part. The reasons for termination shall include but not limited to the following cases:

- I. If it is discovered at any stage that the TP has been furnishing false claims or providing misleading information with respect to enrolment of trainees, conduct of training or any other aspect related to the programme.
- II. If the TP, in the judgment of ASDM, is found to be engaged in corrupt, fraudulent, coercive and restrictive or collusive practices in competing for or in executing the Agreement.
- III. If the TP commits breach of any condition of the Agreement.
- IV. If the TP is disempowered at any stage during the course of the Agreement.
- V. The TP fails to comply with any final decision reached as a result of arbitration proceedings;
- VI. The TP fails to comply to the decisions of the ASDM;
- VII. The TP submits to ASDM a statement which has a material effect on the rights, obligations or interests of ASDM and which the TP knows to be false;

VIII. As the result of Force Majeure, the TP is unable to perform a material portion of the Services beyond the stipulated time, even after giving ample opportunities by ASDM. MD, ASDM reserves the right to decide on the time frame and number of opportunities to be given to the TP.

18.1 Termination for Insolvency- ASDM may at any time terminate the Agreement by giving a notice of at least 30 days to the TP, if the TP becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the TP, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to ASDM.

18.2 Termination for Convenience – ASDM, by a written notice of at least 30 days sent to the TP, may terminate the Agreement, in whole or in part, at any time for its convenience. The Notice of Termination shall specify that termination is for ASDM's convenience, the extent to which performance of the TP under the Agreement is terminated, and the date upon which such termination becomes effective.

18.3 Cessation of Rights and Obligations and Services: Upon termination of this Agreement or upon expiration of this Agreement, all rights and obligations of the Parties hereunder shall cease, except;

- I) Such rights and obligations as may have accrued on the date of termination or expiration,
- II) the obligation of confidentiality,
- III) The TP's obligation to permit inspection, copying and auditing of its accounts and records by ASDM
- IV) Upon termination of this Agreement by notice of either Party to the other Party, the TP shall immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every able effort to keep expenditures for this purpose to a minimum.

19. Batch extension and invoice submission timelines, Recovery.

Batch date extension will be allowed only one-time subject to submission of valid justification for extension by TP and acceptance of the same by MD, ASDM.

The TP should raise 1st installment bill within one month (30 days only) of batch start date, 2nd installment bill within one month (30 days only) of declaration of result of a particular batch and 3rd installment, within one month (30 days only) of the completion of the batch cycle, i.e. of completion period of three (3) months post placement of the candidates. Beyond the prescribed time limits, bills will be rejected. Also, recovery of amount disbursed to the TP will be initiated if the TP fails to claim 2nd installment within the time limit and/or for the failed candidates in the assessment process. Hostel invoices should be raised of the candidate of the concerned batch within 30 days of assessment or else the invoice generation will be blocked.

20. Forfeiture of Performance Security:

Performance Guarantee will be forfeited for the TPs not completing the full life Cycle of the training program as per defined timeline.

The PG submitted by the TP can be forfeited in the following cases:

- I. If the TP is disempanelled for any reason.

- II. If the TP does not start training of candidates within 10 (Ten) days of receiving the workorder.
- III. If the contract is terminated for default or insolvency.
- IV. Any other case, if the ASDM so decides.

21. Fairness and Good faith

Good Faith: The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

Operation of the Contract: The Parties recognize that it is impractical in this RFP to provide for every contingency which may arise during the life of the Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness.

As far as possible, any disputes between the parties shall be amicably solved with mutual understanding and written consent by both the parties.

22. Books and Records

A Training Provider shall maintain a separate Bank Account for receiving payments from ASDM and incurring all expenditure relating to the scheme.

A Training Provider shall have to maintain proper books and records of the Receipts and Payments in the form of Cash Book, Cheque issue register, vouchers for expenditure etc.

23. Mutual rights and obligations

The mutual rights and obligations of ASDM and the TP shall be as set forth in the Contract, in particular:

The TP shall carry out and complete the Services in accordance with the provisions of the Contract; and

ASDM shall make payments to the TP in accordance with the provisions of the Contract, cost norms and process norms after making relevant deductions and conduct of due diligence and audit.

24. Safety regulations

In respect of all the trainers and trainees engaged by the TP directly or indirectly involved in the work for the performance of TP's part of this Agreement, the TP shall at his own expenses arrange for all the safety provisions as per the applicable laws in force.

25. General rules

Smoking, consumption of tobacco/alcohol or use of any abusive substances by any trainer and trainees and any personnel engaged by the TP within the entire area of the training center and in the institute campus in general are strictly prohibited. Violators of this rule shall be prosecuted as per law and discharged immediately from the training. Security and appropriate behavior towards trainees should be taken care of by the TP/TC.

26. Interpretation

If the context so requires, singular means plural and vice versa

Any waiver of a Party's rights, powers or remedies under the agreement must be in writing, dated and signed by an authorized representative of the party granting such waiver and must specify the right and the extent to which it is being waived.

Subject to the conditions of the above clause, no relaxation, forbearance, delay or indulgence by either party in enforcing any of the terms and conditions of the RFP or the granting of time by either parties to the other shall prejudice, affect or restrict the right of that party under the agreement, neither shall any waiver by either party of any breach of agreement operate as waiver of any subsequent or continuing breach of agreement.

Severability: If any provision or condition of the RFP is prohibited or rendered invalid or unenforceable, such prohibitions, invalidity or unenforceability shall not affect the validity or

Enforceability of any other provisions and conditions of the RFP.

27. Governing law

The RFP/Agreement shall be governed by and interpreted in accordance with the laws of the Assam State/ The Country (India).

28. Jurisdiction

The Parties to the RFP hereby submit to the jurisdiction of the Hon'ble Courts situated at Guwahati, Assam for the purpose of actions and proceedings arising out of this RFP.

29. Amicable settlement:

In case of dispute between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, the Parties may go for Arbitration.

30. Arbitration:

In the case of dispute arising upon or in relation to or in connection with the contract between ASDM/Authority and the TP, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. The arbitral proceedings shall be conducted by the sole arbitrator. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. The decision of the arbitrator shall be final and binding upon both parties and the parties agree to be bound thereby and act accordingly. The Arbitration proceedings shall be held in Guwahati, Assam only.

The limitation period for referring the dispute to the Arbitrator will be 90 days from the first instance of dispute.

31. Location: The selected Training Partner should feed (Latitude & Longitude) the exact location in the MIS system as per the issued Work Order. In case, for any change of address, approval needs to be taken from ASDM authority.

32. Bidders who seek to appeal against any decision, action or omission regarding this particular procurement may do so as per Section 38 of the Assam Public Procurement Act, 2017 and Rule 26 of the Assam Public Procurement Rules, 2020. The first and second appellate authority are as mentioned below:

First Appellate Authority	Second Appellate Authority
Hanif Noorani, ACS , Joint Secretary to the Govt. of Assam, SEED Department. Address: D Block,4th floor, AssamSecretariat, Dispur, Ghy-06	Sri Virendra Mittal, IAS, Commisioner & Secretary to the Govt. of Assam, Finance Department Address: 2 nd Floor, F, Assam Secretariat, Dispur, Ghy-06 Phone No:- 0361-2237455

TECH 1

(On letter head of the Applicant organization signed by authorized representative)

Cover Letter

To,
The Mission Director
Assam Skill Development Mission
Guwahati, Assam

Sub: Selection of Training Partner with Assam Skill Development Mission (ASDM) to implement Short Term Skill Training on **Agar Wood Processor and Agar Oil Extractor** for 200 nos. youth from Assam

Dear Sir,

We the undersigned request you to empanel us as Training Provider with Assam Skill Development Mission. We make the following declarations:

1. We have understood the requirements, terms and conditions of the Training Schemes of ASDM, and we accept the same. We also agree and undertake to abide by all these terms and conditions.
2. We have submitted application in the prescribed format. We agree to offer any further clarifications and explanations on the application submitted.
3. We understand that our proposal would be evaluated by ASDM, which may accept or reject our proposal or accept our proposal with modifications. We acknowledge the right of ASDM to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
4. The information submitted in our Proposal/ RFP is complete, is strictly as per the requirements as stipulated in the notice inviting application and is correct to the best of our knowledge and understanding.
5. We would be solely responsible for any errors/omissions/false information in our Proposal. We acknowledge that ASDM will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid program, and we certify that all information provided in the application and the Formats attached herewith are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
6. We agree that whenever required, we shall allow a physical inspection of our training facility by ASDM.
7. We shall commence training under the Scheme only in the event that targets are allotted to us by ASDM.
8. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the Scheme or any further terms and conditions as may be imposed by ASDM.
9. Non-refundable tender fee of ₹1,200/- is submitted via www.assamtenders.gov.in.
10. EMD of ₹1,17,560/- is submitted via www.assamtenders.gov.in.
11. We hereby declare that we have quoted for the job role given in TECH 9 comprised entire project value of ₹58,78,000.00.

Thanking you and ensuring best of the services.

Yours Sincerely,

Name:

Designation:

Complete Address:

Seal & Stamp:

(On letter head of the Applicant organization signed by authorized representative)

TECH 2

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	Registration of Agar Plantation (Submit copy of Registration) Yes/No		
5	Registration of Agarwood processing and Agar oil extraction unit (Submit copy of Registration)		
6	Trade License of Agarwood & Agar Oil (submit trade license)		
7	PAN Card Number (Submit copy of PAN Card of the Applicant Organization)		
8	Name of Authorized Signatory		
9	Designation of Authorized Signatory		
10	Contact Address and Number		
12	Primary point of contact (if different from Authorized Signatory)	Name:	Email: Contact No.:
13	Secondary Point of Contact:	Name:	Email: Contact No.:
14	Project applied for (Scope of work)		

Name:

Designation:

Complete Address:

Seal & Stamp:

TECH 3

(On letter head of the Applicant organization signed by authorized representative)

List of Centers (TP has to attach ownership document for proposed center)

Sl. No.	Name of Training Centre	Address	District	Job role	Total Capacity of the center for the particular Job Role	No. of certified Trainer	No. of Class room for Job Role	No of Lab for Job Role	Residential Facility (Capacity)	Size of each class room
1										

Name:

Designation:

Complete Address:

Seal & Stamp:

TECH 4

Notarized Self-declaration for not being blacklisted (To be submitted in Hard Copy)

An affidavit on a non-judicial e stamp paper of INR 100/- signed by Authorized Signatory

I, (name of Authorized Signatory) of..... (*Name of the Organization*), do hereby declare, that

- a) (Name of the Organization) is not Blacklisted/ Barred/ Disqualified by any Regulator/ Statutory Body or any PSU.
- b) (Name of the Organization) is not under a declaration of ineligibility for corrupt or fraudulent practices.
- c) (Name of the Organization) has at least one registered / branch office located in the state of Assam (Name of the place where the office is situated).

Name of the Signatory:

Designation:

Organization Email:

Phone Number:

An affidavit on a non-judicial e stamp paper of INR 100/- signed by Authorized Signatory

TECH 5: Self-Declaration

Declaration to be submitted under the signature of Authorized Representative /Signatory of the applicant agency on official Letterhead and official seal

To whomsoever it may concern

On the basis of registration document / certificates, we M/s (Name of Organization), having office at (Office address), hereby give our consent for following the guidelines / circulars / office orders / notification etc. of ASDM, as amended from time to time:

1. To run and maintain dedicated Training Centre as per given specification in the SOP of ASDM
2. To mobilize and counselling of youth for training and taking up a job (wage employment) after certification.
3. To hire / engage competent and eligible trainer (s) to undertake training in the proposed courses.
4. To adhere to the attendance system and bio-metric devices as per ASDM SOP
5. To arrange assessment and certification of trained youth as per ASDM SOP
6. To arrange employment for trained youth as per ASDM SOP
7. To ensure post training tracking of youth as per ASDM SOP.
8. To maintain all records of trainings, invoice generated and amount received including placement as may be instructed by ASDM from time to time.
9. We agree that the Training center if empaneled with ASDM, shall not simultaneously engaged with any scheme other than PLSDTP till the period of empanelment.
10. We hereby declare that we have quoted for all job roles given in TECH 9 comprised entire project value of ₹ 58,78,000.00

Name of the Signatory:

Designation:

Organization:

Email:

Phone Number:Date:

Place:

(On letter head of the Applicant organization signed by authorized representative)

TECH 6: Mobilization & Placement Strategy

Name of the Signatory:

Designation:

Organization:

Email:

Phone:

Date:

Place:

TECH 7: LoI from reputed companies/organization

Sl. No.	Name of company / Organization	Company /Organization: address	Company/Organization: Contact no. with email.id	Trade Specific works	Candidate Requirement	Salary offered	LoI attached

Name of the Signatory:

Designation:

Organization:

Email:

Phone Number:

Date:

Place:

TECH 8: Work Orders of Govt. Skill Training to be attached.

A large, empty rectangular box with a black border, intended for attaching work orders. It occupies the central portion of the page.

Name of the Signatory:

Designation:

Organization:

Email:

Phone Number: Date:

Place:

TECH 9: Proposed Job Roles with Allocation

Sl. No .	Job Role	Sector	QP code	Candidate Qualification	Project value (in Lakhs)	Target (nos.)
1	Agarwood Processor and Agarwood oil Extractor	Agriculture	NA	8 th grade Pass	58,78,000.00	200
Total					58,78,000.00	200

Annexure –I
Agreement
Between
Assam Skill Development Mission (ASDM)
-AND-

.....

This Agreement is signed on dated.....at Guwahati, Assam, between **Assam Skill Development Mission** (First Party) having its Head Office at Bhabananda Boro Path, Katabari, NH-37, Guwahati 35 Assam and (Second Party), where: -

Assam Skill Development Mission (ASDM) is a registered Society under Societies Registration Act of 1860 under Skill Employment and Entrepreneurship Department (SEED), Government of Assam. The objective of the Mission is to provide Skill training and capacity building of unemployed youth of Assam for gainful employment (wage & self-employment) for their economic upliftment (First Party).

-AND-

.....
.....
.....
..... (Second Party)

Now, both the parties agree with the following terms:

1. That the empaneled Training Partner shall provide for all the services regarding skill training For ASDM, as per the terms and conditions and requirements mentioned in the RFP No..... dated.....and related work order No. ASDM..... dated.....
2. That, the First Party shall supervise and monitor the services provided by the Second Party of the skill training services for ASDM and shall keep record of satisfactory performance as per norms set in the RFP No.....dated.....and related work order No. ASDM..... dated..... and Standard Operating Procedures (SOP) of ASDM.
3. That, both the parties agree to abide by all the clauses mentioned in the RFP No..... dated.....and related work order No.

ASDM..... dated....., including the scope of work, governing laws, penalty clauses and all Legal aspects and the same shall be treated as part and parcel of this agreement.

4. That, the second party shall abide by the cost and process norms as updated from time to time for skill training of ASDM.
5. That, this Agreement shall be valid for..... years from the date of signing and may be extended, modified or renewed as per requirement and mutual understanding between both the parties. Any modifications, alterations, additions or renewal of terms of this agreement will be valid if made in writing only and agreed by both the parties.

In witness whereof the Parties have set their Respective Hands on the Day, Date and Place
aforementioned.

For and on behalf of

Assam Skill Development mission (ASDM)
(Authorized Signatory)

Name:
Designation:

(Office Seal)
Witness:
Name:
Designation:

For and on behalf of

(Authorized Signatory)

Name:
Designation:

(Office Seal)
Witness:
Name:
Designation:

Annexure II

(On non-judicial E stamp paper of ₹100/- to be submitted in Hard Copy)

POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY

Know all men by these presents,(Name of Company with registration number) do hereby irrevocably constitute, nominate, appoint and authorize_(Name of the person)and presently residing at.....(Complete Address) who is presently employed with us and holding the position of.....(Title/Designation), as our true and lawful attorney(hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposals[s]for providing(Title of the project) including but not limited to signing and submission of all applications, Proposals and other documents and writings, participate in Pre-Applications and other conferences and providing information/ responses to Assam Skill Development Mission, GOVT OF ASSAM, representing us in all matters before the Assam Skill Development Mission, GOVT OF Assam, signing and execution of all Agreements and undertakings consequent to acceptance of our Proposal, and generally dealing with Assam Skill Development Mission, GOVT OF ASSAM in all matters in connection with or relating to or arising out of our Proposal for the said tender and/ or upon award thereof to us and/or till the entering into Agreements with Assam Skill Development Mission, GOVT OF ASSAM.

AND we hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney/ pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE..... (NAME OF THE COMPANY)
THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DD/MM/YYYY

This Power of Attorney shall be effective, binding, and operative till DD/MM/YYYY if not revoked earlier or as long as the said Attorney is in the service of the Company, whichever is earlier

I accept,

Name:

Title:

Date:

Place:

WITNESS: