

## Request for Proposal (RFP)

**Setting up of a Center of Excellence for Language Learning (English and other foreign languages), along with three months face-to-face training on English Language, Digital and Financial Literacy.**



**RFP NO ASDM-3431/2023/48 dated 06/11/2023**

**GOVT. OF ASSAM  
ASSAM SKILL DEVELOPMENT MISSION (ASDM)  
KATABARI, NH: 37 GARCHUK: GUWAHATI-781035**

## SHORT TENDER NOTICE

Tender No. : **RFP NO ASDM-3431/2023/48**

Date: 06/11/2023

Sealed Tenders are invited on behalf of Assam Skill Development Mission from esteemed agencies/firm for **“Setting up of a Center of Excellence for Language Learning (English and other foreign languages), along with three months face-to-face training on English Language, Digital and Financial Literacy”**.

The interested firms/agencies/companies/societies/partnership deeds may submit their proposals addressed to the Mission Director, 5<sup>th</sup> Floor Assam Skill Development Mission, Bhabanando Boro Path, Katabari, Guwahati-781035 at the office on or before 16/11/2023 Up to 02:00 PM.

The Tender documents can be seen/obtained from <https://sppp.assam.gov.in> from 06/11/2023 (02:00 PM)

- The last date of submission of tender document , is 16/11/2023 till 02:00 PM
- The bid will be opened on 16/11/2023 at 02:30 PM in the Office of The Mission Director, 5<sup>th</sup> Floor Assam Skill Development Mission, Katabari, Garchuk, Guwahati-781035.
- The Date & Time of Technical Presentation by Bidders will be declared in the official website of ASDM <https://asdm.assam.gov.in/>
- The Technically qualified bidders will be notified about the financial bid opening date through the official website of ASDM, <https://asdm.assam.gov.in/>
- Submission of bid shall be through offline mode in physical copy only.
- Further details/corrigendum and subsequent communication may be seen at <https://asdm.assam.gov.in/>

The Tender Issuing Authority (TIA) 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 TIA : - Assam Skill Development Mission  
Address of the TIA: - 5<sup>th</sup> Floor, Assam Skill Development Mission  
Bhabananda Boro Path  
Garchuk ,Guwahati-781035

Sd/-  
Mission Director  
Assam Skill Development Mission

## **DISCLAIMER**

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the Bidders, by the Assam Skill Development Mission hereinafter referred to as ASDM, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the ASDM, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources.

ASDM, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

ASDM may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

Mission Director, ASDM reserves the right to cancel the whole Request for proposal (RFP) process without citing any reason.

## **1. SCOPE OF WORK:**

**Setting up of a Center of Excellence for Language Learning (English and other foreign languages), along with three months face-to-face training on English Language, Digital and Financial Literacy**

### **INTRODUCTION**

Assam Skill Development Mission (ASDM) is looking for eligible firms of international standards to engage with English and other foreign language trainings for the available mobilized students. ASDM is focused to enhance the global competitiveness of Assam and this program will ensure the students are trained to compete in the national and international job markets.

Setting up of a Global Standard Center of Excellence for Language Learning at the premises of the Assam Skill Development Mission (ASDM). The primary focus will be on English language training along with digital and financial literacy and other foreign languages such as French, German, Japanese, etc. The center to be incorporate with the following:

1. A robust language lab software tailored for Listening, Speaking, Reading, and Writing (LSRW) skills closely aligned with the Common European Framework of Reference (CEFR) levels.
2. Capacity-building programs for Trainers.
3. A three month Common European Framework of Reference (CEFR)-mapped face-to face training English language along with digital and financial literacy.
4. Students to be covered are 400 nos. The numbers may vary based on mobilization.
5. The objective of the RFP is to elevate the level of English among the enrolled students from A1 Common European Framework of Reference (CEFR) level to A2 Common European Framework of Reference (CEFR) levels. This will be judged by the scores in the final assessments

#### **1.1 Detailed Scope:-**

##### **Center of Excellence Establishment:**

###### **a. Language Lab Software**

The bidder is required to supply, install, and manage the necessary software for establishing the center of excellence for language learning.

The bidder shall establish a dedicated administrative and resource team to manage the center.

Bidder shall install comprehensive English language software, mapped to CEFR levels which should have the following features:

- Universally accepted in acquiring fluency & accuracy
- Natural, Proven & Tested Listening Speaking Reading Writing (LSRW) Theory
- First Listening & Speaking then only Reading & Writing
- Mother Tongue; an unconscious learning of Listening and speaking (LS).
- Major institutions transforming back to LS with new tech
- Up skilling Linguistic Intelligence for a great Career
- Articulation – How well students can communicate exactly what they think, thereby reducing the communication gap.
- Vocabulary – Along with effectiveness, the variety of words we use contribute a lot to how well-spoken we are.
- Pronunciation – If we do not pronounce words correctly, they lose their meaning.
- Grammar – A good grammar in speech reflects command over the language making it easy to communicate in an effective way.
- Online version & Branded Mobile app with offline lifetime license version with Offline Online data synchronization
- App for Student, Teacher, Admin, Parent & Head of the institution with Online Reports access (Attendance, Activity, Performance, and Exam reports) even in offline version.
- Centralized monitoring System / report access with any levels of hierarchy.
- Open-source Micro-service architecture to enhance speed/performance so as to work with very low internet speed/mbps & low internet consumption.
- A.I - Powered Face authentication, N-Computing, Thin Clients
- Proctored online exam feature for students to avoid unauthorized access.
- Initial assessment exam to detect the level of the students.
- Offline Online data Synchronization,
- Total 100 modules with 10000 hours of practicing materials based on 6 CEFR levels, 100s of Situational Conversations, Vocabulary builder, and Comprehension Reading, Monologues, Elocutions in 4 Accents (Indian/ Neutral, UK, US and Australian)
- Basic materials of 25 + Languages, Career Lab Modules, B-School Students, International English Language Testing System (IELTS), Test of English as Foreign Language (TOEFL), Graduate Record Examinations (GRE), Occupational English Test (OET) preparatory materials
- Listen / Repeat / Space insertion in all modules with Role plays
- 100s of eBooks in the eLibrary module
- Weekly updating of contents with new module
- The bidder shall install state-of-the-art language lab software that emphasizes LSRW skills.
- The bidder shall create a library of educational resources, including textbooks, audiovisual materials, and online resources.
- The bidder shall recruit experienced English language trainers for the program.
- The bidder shall conduct an orientation program for students to introduce them to the center's facilities and resources.

**b. Other Foreign Languages such as French, German, Japanese etc.:**

- The bidder shall formulate a plan for the gradual introduction of foreign language courses (French, German, Japanese, etc.) in subsequent phases through the language lab software.
- Introduce basic curriculum and learning materials for the selected foreign languages in the language lab software.
- Train instructors for using the foreign language courses in language lab software as needed.

**c. Capacity Building for Trainers:**

- The bidder shall design a training program to enhance the language teaching skills of the trainers.
- The bidder shall conduct workshops and training sessions for trainers, incorporating best practices and innovative teaching methodologies.
- The bidder shall provide trainers with necessary resources to keep them updated with the latest language teaching techniques.

**d. Face-to-Face English Language Training:**

- The bidder shall enroll students from the available mobilized candidates for a three-month CEFR-mapped English language training program.
- The bidder shall schedule and organize classroom sessions for students.
- The bidder shall monitor student progress and conduct regular assessments.
- The bidder shall issue joint certificates (ASDM logo to be incorporated) upon successful completion of the training program.

**e. Monitoring and Evaluation:**

- ASDM will do robust monitoring and evaluation to assess the performance and effectiveness of the language learning center and the programs.
- Collect feedback from students, trainers, and other stakeholders to make continuous improvements.

**f. Reporting:**

- The bidder shall prepare regular progress reports for ASDM management, detailing the achievements, challenges, and any recommendations for improvement.
- Submit a final report at the conclusion of the project outlining all accomplishments and lessons learned.

**g. Stakeholder Engagement:**

- Foster collaboration with relevant government agencies, educational institutions, and industry partners for support and resources.

**h. Compliance and Quality Assurance:**

- Ensure compliance with all applicable regulations and standards in language education.
- Implement quality assurance measures to maintain high educational standards.

**i. Project Communication:**

- Establish a communication plan to keep all stakeholders informed and engaged throughout the project's lifecycle.

## **2. ELIGIBILITY CRITERIA:**

### **2.1 Legal Entity:**

The Bidder can be an Agency (Society) under the Societies Registration Act or a company incorporated in India under Indian Companies Act 1956/2013 and subsequent amendments thereto or a Partnership Firm under The Indian Partnership Act 1932 or Limited Liability Partnership Act 2008 or proprietorship firm.

**2.2** The bidder must have a valid PAN and GST Registration number.

**2.3** The average annual turnover for last three financial year should be not less than 1 (one) Crore.

**2.4** The bidder shall have minimum experience as defined below in any of the last 5 years as on bid submission date:

- a. Established a center of excellence for language learning in any Central/State, PSU school/college/university/training institute.
- b. Delivered a global English Training Program mapped to CEFR in any central/state, PSU departments, school, colleges, universities.

**2.5** The Bidder should submit a Power of Attorney duly authorizing the authorized signatory, provided, further, that if the bid submission is signed by a Partner or Director (on the Board of Directors) of the Bidder, a copy of board resolution shall be submitted.

**2.6** The Bidder should not have been blacklisted/ barred by any Central or State Government or a statutory authority or a public sector undertaking, as the case may be, from participating in any project. In case, the bar subsists as on the date of Proposal, bidder would not be eligible to submit a proposal either by itself or through its Associate in India. (Self Declaration as per format 6).

**2.7** Bidder should have an office in Guwahati or should give an undertaking to open up a local office in Guwahati after the award of the contract.

**2.8** The bidder should have master trainer on roles with a bachelor's degree from recognized university along with a Master Training Program Certificate from a recognized university or National skill development corporation or recognized skill training institutes. The proposed employee should have the minimum 3 years of relevant experience as a master trainer.

**2.9** Consortium/Joint Venture between two or more bidders is not allowed.

### 3. Procurement of bid documents:

The bidder is required to submit a Demand draft/ Banker's Cheque of Rs. 1,000/- (Rupees One thousand) only towards the cost of non-refundable tender fee of this Bid document, from a Scheduled commercial bank, **in favour of "Assam Skill Development Mission" payable at Guwahati**. The Tender document fee in any other form shall not be entertained.

The detailed Tender Document, once purchased, cannot be returned, resold, transferred, or reassigned; and there shall not lay any claim on ASDM for refund of tender fee, payment of expenses incurred etc. and ASDM shall not be responsible in any way for any damage, loss etc., consequential or otherwise.

### 4. Earnest Money Deposit (EMD)

- i. Every applicant participating in the bidding process must furnish the required earnest money deposit (EMD) of **Rs. 45,000/-** (Rupees Forty Five Thousand only) in the form of a Demand draft/ Banker's from a Scheduled commercial bank, **in favour of "Assam Skill Development Mission" payable at Guwahati**
- 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. Refund of EMD: The EMD of unsuccessful applicants shall be refunded without any interest after completion of empanelment process.
- iv. Forfeiture of EMD: The EMD taken from the applicant shall be forfeited in the following cases.
  - a. When the applicant does not sign the agreement within a period of 7 working days of issue of Letter of Award (LoA). Agreement to be part of Tender Document in the format as Annexure..... of this document.
  - b. When the applicant withdraws or modifies his proposal after opening of proposals.
  - c. To adjust any dues against the firm from any other Agreement with Assam Skill Development Mission.
  - d. Rejection of proposal on account of Corrupt and Fraudulent Practices as outlined in this RFP



## 5. Selection Process:

- i. Bids will be evaluated on the Basis of Quality and Cost Based Selection (QCBS) in the ratio of 70:30 for Technical and Financial Bids respectively.
- ii. A three-stage procedure will be adopted in evaluating the proposal.
- iii. In the first stage, the eligibility of the bidder will be ascertained on the basis of document provided as per qualification criteria. Bidder must fulfill the eligibility criteria.
- iv. In the second stage, a technical evaluation which will be carried out prior to opening the financial proposal.
- v. Evaluators of Technical Proposal shall have no access to the Financial Proposals until the technical evaluation is concluded.
- vi. Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference. A minimum of 70 marks will have to be obtained in technical score by bidder to qualify for the next stage of commercial bid opening and evaluation.
- vii. Quality-and Cost-Based Selection (QCBS) procedures will be followed in this RFP. The marks are distributed as - Total (100 marks) =technical marks (70%) + financial marks (30%).
- viii. In case of QCBS, the lowest evaluated Financial Proposal will be given the maximum financial score (SF) of 30 points. The financial scores (SF) of the other Financial Proposals will be computed by comparing the proposed cost.
- ix. Proposals will be ranked according to their combined technical (ST) and financial (SF) scores out of maximum weights 100. Total Score= ST (Technical Score) + SF (Financial Score). The bidder achieving the highest combined technical and financial score will be invited for signing an agreement with Assam Skill Development Mission for executing the work.

Technical Bid Score: The Technical Bid Score '**St**' of the Bidder shall be derived as under  $St = (Stm / SH)$

Where,

St is the Technical Bid Score

Stm = Total technical bid marks of the bid under consideration

SH = Highest total technical bid marks amongst all evaluated bids

At any time during the process of evaluation the Authority may seek specific clarifications from any or all bidder.

### Evaluation of Financial Bids

In this phase, the Financial Bids of the Bidder, who are technically qualified in Phase II, shall be considered. Formula to determine the scores for the Financial Bids shall be as follows

$$Sf = (FL / F),$$

Where,

**Sf** is the Financial Score

FL is the value of lowest Commercial Bid

F is the price quoted in the bid under consideration

### Combined Evaluation of Technical & Financial Bid

The Total score of the Bidder will be determined as under

$$\text{Total Score (Ts)} = (70 \times \text{St}) + (30 \times \text{Sf})$$

- x. Assam Skill Development Mission reserves the right to accept or reject any proposal, and to annul the tendering process/Public procurement process 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 bidder.

### **6. Information of the Bidder:-**

<b>Sl. No.</b>	<b>Information</b>	<b>Details to be furnished.</b>
1.	Name of the Company/Firm	
2.	Address	
3.	Authorized representative of the company/firm with mobile no.	
4.	Registration Number (CIN Number)/Firm Registration No.	
5.	PAN Number along with a copy of PAN Card.	
6.	GST Registration No	
7.	Self declaration that entity is not blacklisted by any Govt. Agency for any of its works.	

## 7. Technical Bid

Sl. No	Specific Requirements	Documents Required
1.	Existence of the Entity <ul style="list-style-type: none"> <li>Up to 5 years : 03 Marks</li> <li>Up to 10 years : 07 Marks</li> <li>Up to 15 years : 10 Marks</li> </ul>	Incorporation Certificate (Maximum 10 Marks)
2.	Average annual turnover of bidder in last 3 financial years (FY 2019-20, FY 2020-21, FY 2021-22) <ul style="list-style-type: none"> <li>From 1-3 Crore: 10 Marks</li> <li>More than 3 Crore-&lt;= 5 Crore: 15 Marks</li> <li>More than 5 Crore: 20 Marks</li> </ul>	CA Signed Average Annual Turnover certificate. by CA (Maximum 20 Marks)
3.	Experience in setting up centre of excellence in Central/State/ PSU Schools, Colleges, Universities and Departments in last five years from the date of issue of this RFP. <ul style="list-style-type: none"> <li>Up to 2 Projects: 05 Mark</li> <li>More than 2 : 10 Marks</li> </ul>	List of work done along with Work order/MOU and completion certificate from the client. (Maximum 10 Marks)
4.	Running and English Language Training Program in Central/State/ PSU Schools, Colleges, Universities and Departments. <ul style="list-style-type: none"> <li>Up to 2 Projects: 10 Mark</li> <li>More than 2 : 15 Marks</li> </ul>	Work order/MOU and completion certificate from the client (Maximum 15 Marks)
5.	Master Trainer on roles <ul style="list-style-type: none"> <li>Exp. of master trainer 3 years: 05 Marks</li> <li>Exp. of master Trainer 5 years : 10 Marks</li> <li>Exp. of Master Trainer 7 years : 15 Marks</li> </ul>	Bio-data along with experience certificates (Maximum – 15 Marks)
6.	Technical Presentation	Maximum 30 Marks
	<b>Total</b>	<b>100 Marks</b>

**Note: All supporting documents for the above listed criteria should be submitted along with the bid. In absence of the supporting documents, the bid will not be considered for evaluation.**

## 8. INVITATION OF PROPOSAL

### 8.1 Bid Submission:

- I. The bids should be submitted duly sealed and addressed to the **Mission Director, Assam Skill Development Mission** on or before the due time & date.
- II. Any bid received after the dead line for submission of bids shall be rejected.
- III. Method of preparation of bid: Bid for each tender should be submitted in envelopes placed inside a main cover. These envelopes should contain the following;

ENVELOPE	MARKED ON THE COVER	CONTENTS OF ENVELOPE
First	Earnest Money Deposit & Tender Document Fees. Prequalification & Technical Bid	Containing Earnest Money Deposit & Tender document Fees. Containing documents establishing eligibility of the bidder to participate in the tender, prescribed formats and the proof required for eligibility and Technical marking.
Second	Financial Bid	Financial Bid of only the technically qualified bidder will be open.

On all these envelopes, the name of the Agency and document inside the envelope like 'Earnest Money Deposit' or 'Pre-qualification & Technical Bid' must be clearly mentioned and should be properly sealed (with sealing wax/packing PVC tape). These envelopes are to be placed inside an outer envelope and properly sealed (with sealing wax/Packing PVC tape). The Bids that are not submitted in above mentioned manner shall be summarily rejected.

All envelopes must bear the following at the centre:-

**“Setting up of a Center of Excellence for Language Learning (English and other foreign languages), along with three months face-to-face training on English Language, Digital and Financial Literacy”**

**5<sup>th</sup> Floor, Bhabananda Boro Path, Katabari, Gorchuk, Guwahati- 781035**  
**“NOT TO BE OPENED BEFORE (.....DUE DATE OF TENDER)”**  
**(Tender no.....)**

All envelopes must bear the full name and full address of the Bidder at the bottom left hand side corner of the envelope.

## **9. General Terms and Conditions:-**

- 9.1 The Successful bidder will submit Security deposit of 5% of the contract value as performance security in the form of DD (Demand Draft)/Banker's Cheque favoring **"Assam Skill Development Mission" payable at Guwahati, Assam** valid till 90 days beyond completion of the contract period and will be forfeited in case of failure to execute the contract. The DD is to be submitted within 15 days from the date of issue of work order and will be returned upon completion of the project without any interest.
- 9.2 The Successful Bidder should not seek escalation in the rates quoted during the contract period.
- 9.3 ASDM reserves the right to reject bid(s) from agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies & Vigilance Cell.
- 9.4 ASDM is not bound to accept any bid under this process or to assign any reason for non acceptance.
- 9.5 ASDM reserves the right to withdraw/cancel the bid document partially or completely at any stage.
- 9.6 ASDM reserves the right to seek any clarification or waive any infirmity that it deems fit from a bidder.
- 9.7 All disputes will be settled under the Jurisdiction of the Hon'ble Courts of Guwahati, Assam.

## **10. Other Conditions of bid submission:**

- 10.1 The Bid with conditions other than those specified in the Bid document is liable to be summarily rejected.
- 10.2 No modification by the bidder in any of the conditions will be permitted after the Bid is opened.
- 10.3 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.
- 10.4 The Bidder shall bear all costs associated with the preparation and submission of its bid including cost of presentation for the purposes of clarification of the bid. ASDM will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.
- 10.5 The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and ASDM, shall be written in English language, provided that any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern. No overwriting in the Bid documents or any other document submitted with Bid is allowed.

- 10.6 It shall be deemed that the bidders have done careful study and examination of the Tender document and has fully understood the implications.
- 10.7 The response to the Tender should be full and complete in all respects. Failure to furnish the requisite information or submission of a proposal not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of the proposal and forfeiture of the EMD.
- 10.8 All materials submitted by the bidder shall become the property of ASDM and may be returned at its sole discretion.
- 10.9 ASDM shall not hold any risk on account of postal delay.
- 10.10 If any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.
- 10.11 The bid submitted should be properly page numbered and appropriately flagged/ tagged; and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- 10.12 The bid shall contain no interlineations, erasures or overwriting.
- 10.13 The Tender should be signed on all the pages by the Bidder or his authorised representative and should be affixed with the bidder's Seal.
- 10.14 All outstation bids should be sent through registered post/ speed post/ courier.
- 10.15 The proposals must be properly signed in ink by one of the partners of the firm, or a person holding Power of Attorney from the partners.
- 10.16 The agency will be initially engaged for a period of 1 (one) year and may be extended up to a period of 1 (one) more year on successful completion of the project.

## 11 Termination of bidding process:

ASDM reserves the right to accept any bid and to annul the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for ASDM's action. ASDM makes no commitments; either expresses or implied that this process will result in a business transaction with any bidder.

**12 Pre-qualification & Technical Bid Documents:**

The bid documents will consist of the following:

Sl. No.	Particulars	Documents to be submitted
1	Format 1	Covering Letter
2	Format 2	Applicant Details
3	Format 3	Cost of bid documents & EMD
4	Format 4	Financial Details
5	Format 5	Experience Details
6	Format 6	Declaration of Clean Track Record
7	Format 7	Master Trainer Details
8	Document as proof of Eligibility Criteria	a) Proof of constitution of business b) Work Orders/MOUs and Completion Certificate of works executed. c) GST certificate & PAN
9	Tender Document Fees	As mentioned in RFP
10	Earnest Money Deposit	As mentioned in RFP

**13 Payment Schedule against suggested Minimum Deliverable (Milestones).**

Percentage	Deliverable (Milestones)
30%	On setup of language learning centre on enrolment of students and commencement of training-Within 21 days of issuance of work order.
30%	Completion of the training-Within 90 days of commencement of training.
40%	Certification of the Students-Within 120 days of commencement of training.

**14 Penalty Clause**

In case of delay of delivery of milestones, 0.5% penalty on the invoice amount to be deducted per day for the delay.

If the delay is caused for some unavoidable circumstances which is beyond control, approval to be taken from MD, ASDM

**15 Force Majeure.**

In the performance of any obligation of any of the parties is prevented or restricted or interfered with by reason of fire, explosion, strike, causality, riots, sabotage, accident, lack or failure of transportation facilities, food, war, civil commotion, terror attack, lightning, acts of God, any law, order or decree of any government thereof or any other cause similar to but not limited to those above enumerated, beyond the reasonable control of the party, the party so affected shall, upon the giving of prompt notice to the other parties, may be excused from performance hereunder to the extent and for the duration of such prevention, restriction or interference.

## Format-1 Format of the Covering Letter

*The Covering Letter is to be submitted on official Letterhead with official seal*

To  
Mission Director  
Assam Skill Development Mission  
DPS Road, Katabari,  
Gorchuk, Guwahati – 781035

**Sub: RFP for “Setting up of a Center of Excellence for Language Learning (English and other foreign languages), along with three months face-to-face training on English Language, Digital and Financial Literacy”**

Dear Sir,

Please find enclosed Copy of our Proposal in respect of the RFP referred above.

We hereby confirm that:

- a) The proposal has been submitted by us in accordance with the conditions stipulated in the RFP.
- b) We have read the guidelines and RFP document in detail and have understood the terms and conditions stipulated in the RFP Document issued by ASDM. We agree and undertake to abide by all these terms and conditions along with subsequent communication from ASDM. Our Proposal is consistent with all the requirements of submission as stated in the RFP or any subsequent communications from ASDM.
- c) The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. 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 programme, and we certify that all information provided in the application, formats and the Annexures 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.
- d) 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.
- e) We fulfill all the legal requirements and meet all the eligibility criteria laid down in the RFP.
- f) This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
- g) We have enclosed an EMD of Rs. 45,000/- as required in the RFP along with Bid Document cost of Rs. 1,000/-. This EMD is liable to be forfeited in accordance with the provisions of the tender document.
- h) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- i) The terms and conditions of this Tender are valid for a period of 180 calendar days from the last date of submission of bids.
- j) We understand that our bid is binding on us and that you are not bound to accept a bid you receive.
- k) We agree to all the terms and conditions of this RFP including the terms of agreement format prescribed with this RFP.

**For and on behalf of:**

Signature:  
Name:  
Designation:  
(Authorized Representative and Signatory)  
Date:  
Business Address:



### Format-2 Applicant Details

Sl. No.	Information	Details to be furnished.
1.	Name of the Company/Firm	
2.	Address	
3.	Authorized representative of the company/firm with mobile no.	
4.	Registration Number (CIN Number)/Firm Registration No.	
5.	PAN Number along with a copy of PAN Card.	
6.	GST Registration No	

### Format-3 Cost of bid document & EMD Particulars

Sl. No.	Particulars	D.D. No. & Date	Name of the Bank	Amount (Rs.)	Remarks
1.	EMD				
2.	Tender Document Fees				

Yours faithfully,

(Signature of the Bidder)

Name

Designation

Seal

Date:

Business Address

## Format-4 Financial Details

*Declaration to be submitted under the signature of Chartered Accountant on Letterhead*

To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that M/s.....having registered office at .....has the following average annual turnover during last three financial years starting from FY 2020-21, 2021-22 & 2022-23 as mentioned below:

Sl. No	Financial Year	Annual Turnover (Rs.)
1	2022-23	
2	2021-22	
3	2020-21	
4	Average Annual Turnover	

Signature:

Chartered Accountant firm:

Membership No:

Contact No:

Seal:

### Format-5 Experience Details

Total Work Experience in setting up centre of excellence in Central/State/ PSU Schools, Colleges, Universities and Departments in last five years from the date of issue of this RFP.

Sl. No.	Name of Client	Scope of Work	Type of Client (Central/State/ PSU schools, Colleges, universities and Departments)	Date of Work Order	Estimated No. of students/ candidate	Value of Work Order	Date of Commencement	Date of Completion

Total Work Experience in Running and English Language Training Program in Central/State/ PSU Schools, Colleges, Universities and Departments.

Sl. No.	Name of Client	Scope of Work	Type of Client (Central/State/ PSU schools, Colleges, universities and Departments)	Date of Work Order	Estimated No. of students/ candidate	Value of Work Order	Date of Commencement	Date of Completion

**Note:**

Submit Work Orders/ client testimonial/ completion certificate for all the projects mentioned above and the completion certificate

Yours faithfully,

(Signature of the Bidder)

Designation

Seal

Date:

Business Address:

## **Format-6 Declaration Regarding Clean Track Record**

(To be enclosed in the Bid)

*(To be signed and executed in non-judicial stamp paper of Rs. 100/- and notarised)*

To,  
The Mission Director  
Assam Skill Development Mission  
NH-37, Opposite ISBT, Katabari,  
Garchuk, Guwahati – 781035

**Sub: Setting up of a Center of Excellence for Language Learning (English and other foreign languages), along with three months face-to-face training on English Language, Digital and Financial Literacy**

Sir/ Madam,

I have carefully gone through the Terms & Conditions contained in the above TENDER Document. I hereby declare that my company/ organisation have not been debarred/black listed by any Government / Semi Government organizations in India. I further certify that I am competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

### Format-7 Experience Details of Master Trainer

Sl. No.	Name of the Trainer	Qualification	Age	Total Experience	List of companies worked.
1.					
2.					
3.					
4.					
5.					

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

## Financial Bid

*(To be submitted in a single envelope)*

Sl. No.	Description	Amount (Rs.)	GST /IGST (Rs.)	Total Amount (Rs.)
1.	Setting up of a Center of Excellence for Language Learning (English and other foreign languages), along with three months face-to-face training on English Language, Digital and Financial Literacy			
	<b>Total</b>			

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

# Agreement

Between

**Assam Skill Development Mission (ASDM)**

-AND-

.....

This Agreement is signed on dated.....at Guwahati, Assam, between **Assam Skill Development Mission** (First Party) and ..... (Second Party), where: -

**Assam Skill Development Mission (ASDM)** is a registered Society 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.

-AND-

.....  
.....  
.....  
.....

**Now, both the parties agree with the following terms: -**

1. That ASDM has its Head Office at Bhabananda Boro Path, Katabari, NH-37, Guwahati 35 Assam. The ASDM Head Office is situated at 5<sup>th</sup> floor, Assam Skill Development Mission and have space for “Centre of Excellence for Language Learning” at ASDM premises.
2. That the Second Party shall provide for all the necessary requirements and services of the “Centre of Excellence for Language Learning” under ASDM, as per the terms and conditions and requirements mentioned in the RFP No..... dated.....and related work order No. ASDM..... dated.....

3. That, the First Party shall supervise and monitor the services provided by the Second Party of the “Centre of Excellence for Language Learning” and shall keep record of satisfactory performance as per norms set in the RFP No.....dated.....and related work order No. ASDM..... dated.....
4. 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 Governing laws, penalty clauses and all Legal aspects and the same shall be treated as part and parcel of this agreement.
5. That, this Agreement shall be valid for one year from the date of signing and may be extended, modified or renewed as per requirement and mutual understanding between both the parties for another one year. 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

For and on behalf of

**Assam Skill Development mission (ASDM)**

**(Authorized Signatory)**

**(Authorized Signatory)**

Name:

Name:

Designation:

Designation:

(Office Seal)

(Office Seal)

Witness:

Witness:

Name:

Name:

Designation:

Designation: