

REQUEST FOR EXPRESSION OF INTEREST



GOVERNMENT OF ASSAM

**REQUEST FOR EXPRESSION OF INTEREST
(ONLINE)**

Empanelment of RSETI, NIESBUD, Ni-MSME, EDI, NCVET recognized institutions/bodies for conducting Entrepreneurship Development Program (EDP) training for 3 days, targeting individual and group entrepreneurs, SHG/ALF/CLF members under DAY-NULM, Assam.

REFERENCE NO: ASULMS(SMMU)/S&L-28/406/2023/8989

DATED: 10.01.2024

Issued by:

**STATE MISSION DIRECTOR
Deendayal Antyodaya Yojana-National Urban
Livelihoods Mission (DAY-NULM), Assam
ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY
(ASULMS)**



GOVERNMENT OF ASSAM

**Deendayal AntyodayaYojana-National Urban
Livelihoods Mission (DAY-NULM), Assam
ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY
(ASULMS)**

Website: www.nulmassam.in

email: nulmassam@gmail.com

NOTICE INVITING EOI

This EOI is issued by the undersigned inviting “Expression of Interest” from eligible RSETI, NIESBUD, Ni-MSME, EDI, NCVET recognized institutions/bodies for conducting Entrepreneurship Development Program (EDP) training for 3 days, targeting both individual and group entrepreneurs & SHG/ALF/CLF members.

Reference No: ASULMS(SMMU)/S&L-28/406/2023/8989 Dated: 10/01/2024

S.No.	Key Information/ Events	Time/Venue/Address
1	Title of the Assignment	Empanelment of RSETI, NIESBUD, Ni-MSME, EDI, NCVET recognized institutions/bodies for conducting Entrepreneurship Development Program (EDP) training for 3 days, targeting both individual and group entrepreneurs & SHG/ALF/CLF members.
2	Date of issue of the EOI document	Date: 10/01/2024
2	Last date of download of EOI document	Date: 24/01/2024
3	Pre-submission meeting	Date: 17/01/2024 Time: 1:00 PM Venue: Office of the State Mission Director, DAY-NULM, Assam (Assam State Urban Livelihoods Mission Society), Dr. RP Road, Opp. Ganesh Mandir, Dispur City: Guwahati State: Assam.
4	Due date and Time of online submission of Eol.	Date: 24/01/2024 Time: 2:00 PM
5	Due date and time of submission of hard copies of “Key Documents”.	Date: 24/01/2024 Time: 2:00 PM Address: Office of the State Mission Director, DAY-NULM, Assam (Assam State Urban Livelihoods Mission Society), Dr. RP Road,

		Opp. Ganesh Mandir, Dispur, City: Guwahati, State: Assam.
6	Date & time of online opening of EOI	Date: 24/01/2024 Time: 3.00 PM
7	EDP training completion deadline for 1020 nos.	31st March'2024. Over and above 1020 nos., further allocation will be provided based on availability of funds, which shall be completed within the empanelment period.
8	Address for Communication	Office of the State Mission Director, DAY-NULM, Assam (Assam State Urban Livelihoods Mission Society), Dr. RP Road, Opp. Ganesh Mandir, Dispur, City: Guwahati, State: Assam. E mail: nulmassam@gmail.com Contact Person & No: State Project Manager (S&L), 9678648471
9	Eoi Processing Fee (non-refundable)	Rs. 1000 (Rupees one thousand only). To be paid through online payment option available at e-Procurement portal i.e., https://assamtenders.gov.in
10	Earnest Money Deposit (EMD) can be submitted online through e-procurement portal or in the form of Bank Guarantee (Original)/Fixed deposit receipt	Rs 1,00,000/- (One Lakh only) in favour of "Assam State Urban Livelihoods Mission Society" payable at Guwahati

Bidders who seek to appeal against any decision, action or omission regd. this particular empanelment 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
Secretary to Govt of Assam, DoHUA Govt. of Assam D Block, 1st Floor, Assam Secretariat	Secretary to Govt of Assam, Finance Department Govt. of Assam Dispur.

Sd/-
**State Mission Director
DAY-NULM, Assam**

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1. INTRODUCTION

1.1 About the Procuring Entity

Assam State Urban Livelihoods Mission Society (ASULMS) has been established to implement DAY-NULM in Assam in the year 2014. The Assam State Urban Livelihoods Mission Society (ASULMS) is a registered body and the Rules & Regulations have been formulated. The State Mission Management Unit (SMMU), a dedicated support team at the state level, has been established to support the State Mission Director, ASULMS in the implementation and monitoring of DAY-NULM at the state level. Similarly, City Mission Management Units (CMMUs) have been established for 27 cities so far. There is provision for formation of more CMMUs, if the requirement for the same arises in the future.

1.2 About the Project

Entrepreneurship Development Program (EDP) under DAY-NULM to provide an enabling ecosystem for budding micro-entrepreneurs. The Mission has a provision to conduct Entrepreneurship Development Program (EDP) training for 3 days, targeting both individual and group entrepreneurs & SHG/ALF/CLF members. The training encompasses activities that start with creating awareness about entrepreneurship, promoting entrepreneurial skills, and establishing a quality and marketing-related support system.

1.3 About the Assignment

Assam State Urban Livelihoods Mission Society (ASULMS) intend to engage RSETI, NIESBUD, Ni-MSME, EDI, NCVET recognized institutions/bodies for conducting conduct Entrepreneurship Development Program (EDP) training for 3 days for a targeted beneficiary of 1020 nos. and further more nos. will be allocated based on availability of funds.

2. TERMS OF REFERENCE

2.1 Background of the Assignment

In reference to the Ministry of Housing & Urban Affairs Advisory on Entrepreneurship Development Program (EDP) training under DAY-NULM vide No. K-12013 (10)/2/2023-UPA-II/9152234 dated 12th October 2023, Mission wishes to focus on conducting Entrepreneurship Development Program (EDP) training for 3 days, targeting CLFS/ALFS/SHGs, Individual and group entrepreneurs.

2.2. Objectives of the Assignment

The objective of the assignment is to engage qualified RSETI, NIESBUD, Ni-MSME, EDI, NCVET recognized institutions/bodies for conducting Entrepreneurship Development Program (EDP) training for 3 days for a targeted beneficiary of 1020 nos. and further more nos. will be allocated based on availability of funds.

2.3 Scope of the Assignment

The selected agency/firm shall conduct the EDP training for both individual and group entrepreneurs & SHG/ALF/CLF members within the state of Assam.

The learning outcomes expected from the training program is as under:

- 1. Enhanced Business Knowledge:** Participants will gain a better understanding of various aspects of entrepreneurship, such as business planning, marketing, financial management, and legal requirements.
- 2. Idea Generation:** Some SHG members may generate new business ideas or refine their existing business concepts during the program.
- 3. Improved Business Skills:** Participants may acquire or enhance their practical skills in areas like product development, quality control, and customer service.
- 4. Financial Literacy:** SHG members could develop a better understanding of financial management, including budgeting, cash flow management, and access to credit.
- 5. Networking Opportunities:** Participants might establish valuable contacts and networks that can be beneficial for their businesses in the future.
- 6. Motivation and Confidence:** The program will boost the participants' confidence and motivation to pursue entrepreneurship as a viable option.
- 7. Business Plan Development:** SHG members will be able to create business plans that can serve as roadmaps for their entrepreneurial ventures.
- 8. Access to Resources:** Participants will be able to gain access to resources, like government schemes or grants, that can support their business development.
- 9. Market Research Skills:** Participants will develop the ability to conduct market research and adapt their business strategies based on customer needs and market trends.
- 10. Sustainability and Growth:** The program will help SHGs identify strategies for the sustainable growth of their businesses.
- 11. Legal and Regulatory Awareness:** Participants would become more aware of the legal and regulatory aspects of running a business, ensuring compliance.
- 12. Teamwork and Collaboration:** SHG members will learn the importance of teamwork and collaboration, which can be beneficial for group-based enterprises.
- 13. Increased Income:** Ultimately, the goal of many EDPs is to help participants increase their income through successful entrepreneurship.

14. Job Creation: By starting or expanding their businesses, participants will create job opportunities potentially for others in their communities.

2.4. Role and Responsibilities of the Agency

The agency will provide qualified professional experts and subject matter experts for delivering the EDP training.

The following arrangements have to be made by the agency:

- (a) Training Kit for each participant
- (b) Working Lunch for participants along with Tea & Snacks
- (c) Arrangement of Venue/Audio Visual Presentation arrangements
- (d) Certificate of Participation for participants.

The overall deliverable as required from the Agency for 3 days of training for 30 participants are as given below:

Sl. No.	Particulars	Unit cost/per day/per participant	Total Amount
1	Venue Arrangement for 3 days / batch of 30 participants	10000	30000
2	Trainer / Guest Lecture Honorarium for 3 days for 9 session	2000	18000
3	Training Kit, Printing & Stationary	600	18000
4	Equipment Cost (Computer/Laptop, Internet facility etc.)	450	13500
5	Working Lunch and Tea & Snacks for 35 nos (participants and Resource Persons)	300	31500
6	Assessment & Certification	500	15000
7	Management, First Aid and Hygiene & Miscellaneous Expenses	500	15000

The total fixed cost payable to the agency for conducting EDP training for a batch of 30 candidates for 3 days is Rs. 141000.

The EDP training will be conducted in 34 different ULBs, comprising a batch of max. 30 participants. The List of ULBs are as follows:

Name of ULB	No. of Batch/Batches of 30 participants
Dibrugarh	1
Sivasagar	1
Sonari	1
Goalpara	1
GMC	4

North Guwahati	1
Nalbari	1
Golaghat	1
Barpeta	1
Mangaldai	1
Morigaon	1
Dhubri	1
Bongaigaon	1
Nagaon	1
Hojai	1
Tezpur	1
B. Chariali	1
Jorhat	1
N. Lakhimpur	1
Tinsukia	1
Hailakandi	1
Silchar	1
Karimganj	1
Dhemaji	1
Udalguri	1
Kajalgaon	1
Kokrajhar	1
Diphu	1
Hamren	1
Haflong	1
Goreswar	1

The Client does not guarantee the nos. of training programs to be allotted to any of the empaneled firms/agencies.

However, all the empaneled agencies may be provided initially with atleast 1 batch (30 participants) for conducting the training. After the completion of 1st Batch of training, the agencies will be evaluated based on the feedback received from the ULBs and participants and thereafter further allocation of batches will be provided to the agencies based on performance and as per their availability on those specific ULBs.

The authority reserves the right to provide allocation to the empaneled agencies.

The trainer shall deliver the training on the following Modules and also may be added as per requirement:

2.4.1 Introduction :

Learning outcome of the Programme Status, market size; understanding the opportunities through Govt Schemes like DAY-NULM.

2.4.2 Establishing an Enterprise

Opportunity Identification, Sources of New Idea, Conducting market survey, Idea Validation, Business Plan, Strategic Partnerships or Tie ups for a New

Venture Registration, Procurement of Machinery & Raw Material, Storage, Transportation, Recruitment & Staff Training and Motivation

2.4.3 Entrepreneurial Risks

Basic Characteristics of Entrepreneur: Entrepreneurial Mind, Developing Self-confidence, Attitude Building, Goal Setting and Risk Taking, Managerial Skill Sets; Common Business Risk, Insurable Risks, why some Business fail, how to overcome Failures

2.4.5 Marketing & Branding

Marketing Technique and Digital Marketing, Distribution Channel, How to Sell Techniques, Export opportunities, Effective and Long-Term Customer Relationship, Selling through eCommerce portals like Flipkart, Amazon, ONDC

2.4.6 Financial Management

Financial Management: Concept of Bookkeeping and Accounting, Production Management: Purchasing Techniques, Inventory/ Material Management, Cost Control, Budgeting

2.4.7 Understanding Banking and Funding

General bank system: Type of Bank Accounts and Bank Deposits, Investment and Funding options Understanding Bank Loans Term Loan/ Working Capital, Specific facilities for Small Borrowers: Mudra Yojana etc.; Credit Guarantee/Collateral Free loan; Venture Capital, Banking Compliance, Creditworthiness & how to increase it, Banking Ombudsman (Banking Lokpal)

2.4.8 Business Registration

Regulatory requirements for setting up of business: Pollution related compliances-Consent to establish & consent to operate, Labor Laws, Udyam Registration & Portal, GST Registration, IPR- Trademark Registration, Income Tax/ PAN, Export-Import License Legal Compliances

2.4.9: Internal Assessment & Feedback

2.5 Role and Responsibility of ASULMS

ASULMS (DAY-NULM, Assam) is the authority and responsible for coordination, supervision and monitoring of the Entrepreneurship Development Program (EDP). The key role of the Agency under DAY-NULM, Assam is to conduct the EDP Training as per the norms and guidelines of DAY-NULM and further amendments from time to time.

The agency will share all the relevant available data with DAY-NULM, Assam for proper planning and implementation.

2.6 Trainer Qualification and Experience

SL No.	Position	Qty	Experience
1.	Qualified Trainers	Min. 3 no. for each location	Graduate in any discipline. Must have experience of conducting training of similar nature of at least 10 Training programs.

2.7 Deliverables and Timeline

At the end of each training program the agency shall deliver the following:

- (a) List of participants (Name, Address, Ph No, e-mail)
- (b) Report on training conducted with good quality photographs & videos.
- (c) Feedback form
- (d) Training Kit consisting Text Book on EDP - Pad - Pen - Folder (To the participants)
- (e) Certificate of Participation to the Participants
- (f) Facilitate ULB for MIS updation in DAY-NULM portal

2.8 Quality Assurance, Monitoring and Reporting

Individual feedback/evaluation form from each participant on the contents of training, Trainer as well as on training arrangements has to be taken at the end of each training program which shall be submitted to State Mission Director, DAY-NULM, Assam.

3 INSTRUCTION TO THE AGENCY

3.1 Purpose of this Eol

Purpose of this Eol is to empanel qualified RSETI, NIESBUD, Ni-MSME, EDI, NCVET recognized institutions/bodies for conducting Entrepreneurship Development Program (EDP) training for 3 days, targeting both individual and group entrepreneurs & SHG/ALF/CLF members.

3.2. Eligibility & Qualification Criteria

3.2.1 To participate in this Eol, the Agency must be a single/joint venture entity having a formal intent and legal competency to enter into an agreement or contract and are registered under respective Act and Jurisdiction in India. The agency must be RSETI, NIESBUD, Ni-MSME, EDI, NCVET recognized institutions/bodies.

3.2.2 The Agency should have a minimum 5 (Five) years of experience in providing training, out of which at least 3 (three) year in similar EDP related trainings, in India for and on behalf of government or international agencies.

3.2.3 The Agency must specify the locations (ULBs) where the EDP training may be conducted by them. Against each location name and details of the trainer must also be mentioned.

3.2.4 Total Average Annual Turnover of the Agency in last three financial years (i.e., 2020-21, 2021-22 and 2022-23) from operation should not be less than Rs 100.00 Lakh (Rupees One Hundred lakhs only). The average annual turnover certificate as issued by the Auditor/Chartered Accountant should be submitted in the format enclosed as **Annexure 3** of this EoI document. The Certificate must be accompanied by attested copies of audited Statement of Accounts of last three financial years (i.e. 2020-21, 2021-22 and 2022-23).

3.2.5 The agency willing to participate should not:

- a) be blacklisted or debarred from participating in any empanelment process by the Procuring Entity or by any other State or Central Government entity, undertakings or bodies are not eligible to participate during their period of blacklisting/debarment.
- b) be insolvent, in receivership, bankrupt, or being wound up, not be having its affairs administered by a court or a judicial officer, not having its business activities suspended and must not be the subject of legal proceedings for any of the forgoing reasons.
- c) have and their directors and officers do not have, been convicted for any criminal offence relating to their professional conduct or the making of the false statement or misrepresentation as to their qualifications to enter a procurement contract within a period of three years preceding the commencement of procurement process, or not having been otherwise disqualified pursuant to debarment proceedings.
- d) have a conflict of interest as per Section 11 of Assam Public procurement Act, 2017 and which materially affect the competition.

3.2.6 Registration: The Party should be registered under Income Tax, GST and other relevant statute (e.g. PF, ESI, etc.), as applicable.

3.3. Submission of EoI Proposal

3.3.1 The Applicant must get registered with the e-Procurement portal using valid DSC for online submission of the EoI.

3.3.2 Interested eligible parties must submit their EoI online (scanned copy) on the e-Procurement portal within due date and time of submission in the manner as prescribed in Para 3.4 of this REoI document. In addition to online submission of EoI, the Applicants must also submit hardcopies of the “**Key Documents**” as given below before due date and time of submission of key Documents as mentions in the Notice Inviting EOI. Delayed submission shall be considered as non-submission.

- (a) EoI Processing Fee of Rs .1000
 - (b) Original Power of attorney document authorizing the signatory to this EOI
 - (c) Declaration as per **Annexure-V**
 - (d) **Bidder shall submit their proposal in sealed envelope. The envelop shall bear the name of the Assignment in Top and Name & Address of the bidder.**
 - e) Earnest Money Deposit (EMD) can be submitted online through e-procurement portal or in the form of Bank Guarantee (Original)/Fixed deposit receipt of Rs 1,00,000/- (One Lakh only) in favour of “Assam State Urban Livelihoods Mission Society” payable at Guwahati. The EMD shall remain valid for period of 120 days.
 - f) Response to Technical Evaluation Criterion along with the required supporting documents.
 - g) Technical Proposal along with the required supporting documents and all relevant Forms.
 - η) Declaration that a performance Bank Guarantee of 5% against total work value will be submitted by the empaneled agency at the time of signing of acceptance of allocation/work order, in case his/her organization is selected for empanelment.
- 3.3.3 The EOI submission should be along with all documentary proof with respect to pre-qualification and other documents as mentioned in **Para 3.4** below in form of checklist while uploading online.
- 3.3.4 Each page of EOI (submissions) should be signed by the representative duly authorised by the applicant executing a Power of Attorney in the format given under **Annexure-4**. In case the proposal is signed by any one of the Directors or key officials (CEO, CFO or Company Secretary) a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of Power of Attorney. Joint Venture is not permissible.
- 3.3.5 The applicant is responsible for submission of EoI proposal complete in all respect. The Authority shall ignore the EoI in case of incomplete or defective submission.
- 3.3.6 Each page of the EOI submission should be serially numbered, signed and stamped by the authorized signatory and submitted **on-line in the e-Procurement portal i.e. <https://assamtenders.gov.in> and hard copies of “Key Documents” as defined in Para 3.3.2 in the address as given below, on or before the due date and time for submission.**

Address for Submission (Hardcopies):

Office of the State Mission Director
DAY-NULM, Assam (Assam State Urban Livelihoods Mission Society)
Dr. RP Road, Opp. Ganesh Mandir, Dispur
City: Guwahati
State: Assam.

- 3.3.7 Non-submission of hardcopies of the “Key Documents” within due date and time along with the Processing fee of Rs 1,000/- shall disqualify the applicant even if the proposal is submitted online.

3.3.8. For queries of pre-bid meeting intended bidders are requested to be present physically for the pre-bid meeting and those who are not able to be present physically, may submit their queries through email (nulmassam@gmail.com) within the stimulated timeline. Queries submitted after due date will not be entertained. The pre-bid queries is to be submitted in the following format:

Sl. No.	Name of Organization	Contact Mobile No.	Email	Point of Clarification	Amendment reqd.	Section No.	Page No.
1.							
2.							

3.4. Checklist for the EOI submission

S. No	Documents	Submission Status (Y/N)	Page No
1	Covering Letter (As per Annexure-1)		
2	Applicants Date Sheet. In the format given under Annexure-2.		
3	Certificate issued by a CA stating that the Applicant has eligible average annual turnover of Rs 1.00 Cr. (Rupees One Crore) and more than 5 (five) years of experience in implementation of Trainings in India for and on behalf of government or international agencies, as per para 3.2.3 in the format given as Annexure-3.		
4	“Power of Attorney” appointing the signatory, as per para 3.3.4. in the format given as Annexure-4.		
5	Declaration with respect to non-blacklisting and debarment in non-judicial stamp paper duly notarized. As per the format given in Annexure-5. (As per para 3.2.4)		
6	Work completion /satisfaction certificate issued by that client/organisation establishing the experience as per para 3.2.2.		
7	Work completion /satisfaction certificate issued by that client/organisation establishing the experience		

	as per para 3.2.2. in conducting similar nature of training (EDP) along with List of Qualified Trainers with Biodata		
8	Self-attested photocopy of GST Registration Certificate, PAN, PF & ESI Registration Certificate. (Para 3.2.5)		
9	Any, other the applicant feels necessary		

4 EVALUATION & SHORTLISTING

4.1. Preliminary Scrutiny

4.1.1. All the EoI submissions received (online & hard copies of Key Documents) within due date and time shall only be considered by the Evaluation Committee.

4.1.2 The evaluation committee shall first ensure that the applications are complete in all respect. Only those EoI submissions which are complete in all respect shall be considered for further scrutiny.

4.1.3. Evaluation Committee reserves the right to seek further clarifications, explanation or information on any issue relating to the eligibility till such time the Committee is fully convinced.

4.1.4 Shortlisting of the agencies for Empanelment shall be done on the basis of their previous experience of conducting similar nature of training programs (50 Marks), Years of Experience (30 Marks) and Avg Annual Turnover in last 3 years (20 Marks). Weighted Marks shall be given against each criterion. Agencies must submit relevant documents against all the evaluation criteria.

Example:

Say Firm A submits highest no of training experience among all firms (say 30 Nos). A will get full Marks ie; 50

Firm B submits 20 Nos training experience, Firm B Will get: $50/30 \times 20 = 33.33$ Marks.

A minimum of 3 and Maximum 5 firms shall be shortlisted subject to fulfillment of all criteria.

4.1.5 ASULMS (EoI Inviting Entity) shall finalize the list of the Agencies to be shortlisted for empanelment based on the evaluation of the EoI submissions and decision of ASULMS for the same shall be final and binding. The shortlisted agencies shall be empaneled for FY 2023-24 & 2024-25 and may also be used for similar kinds of trainings under DAY-NULM, Assam.

ANNEXURES

Annexure 1: Covering Letter

Covering letter

[On the letter head of the Applicant]

Kind Attention:

[location, date]

To

The State Mission Director
DAY-NULM, Assam
Assam State Urban Livelihoods Mission Society
Dr. RP Road, Oppo. Ganesh Mandir, Dispur
Guwahati, Assam

Sub: **Eol (Refence No.....) for shortlisting of eligible applicants to participate in the RFP process for selection of agency for conducting EDP Training under DAY-NULM, Assam.**

Sir,

Having read, carefully examined, and understood the “Expression of Interest” document dated _____ issued by <insert Eol Inviting Authority> (“Client”) and all **Annexures** and other documents attached thereto, and all subsequent addendum and clarifications issued pursuant thereto (collectively the “Eol”), we hereby express our interest to participate in the RFP process, if shortlisted in this Eol stage.

We hereby agree and confirm that our Eol Proposal has been prepared strictly in conformity with the instructions in the Eol document (including the forms set forth therein) and that we shall always act in good faith and abide by the terms and conditions of this Eol.

We agree that we have inspected and examined the Eol documents and have ascertained that they contain no inconsistencies, errors or discrepancies and have otherwise familiarized ourselves with all conditions of the Eol which may affect our Proposal and all queries on other contractual matters have been addressed.

We represent and warrant to Client the information furnished by us is complete, accurate, unconditional, and fairly presented.

We have the necessary capacity and experience to execute the assignment and participate in the RFP, if shortlisted.

We follow all the terms and conditions of the EoI; there is no information, data or documents which have not been disclosed which may prejudicially affect Client's evaluation or decision in relation to pre-qualification shortlisting.

We have all the necessary corporate and statutory approvals and authorizations to participate in this EoI.

We acknowledge that we have neither failed to perform any contract, as evidenced by imposition of a penalty by an arbitral or judicial client or a judicial pronouncement or arbitration award against us or any of our director/trustee/partners or key officials nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for any breach of contract by us.

We declare we have not been declared ineligible for corrupt or fraudulent practices in any tendering process.

We undertake that we will intimate Client of any material change in facts, circumstances, status, eligibility, or documentation relating to us during this EoI and till completion of ensuing RFP process.

This Proposal shall be construed, interpreted, and governed, in all respects, by Assam Public Procurement Act'2017, Assam Public Procurement Rule'2020 and the relevant laws of India, without reference to its conflict of law principles. The courts at Guwahati will have exclusive jurisdiction in respect of all matters arising out of this EoI process.

We undertake that we have not been debarred or blacklisted by any government (Central/State) agency or PSU and fulfill all eligibility criteria as stipulated in Para 3.2.4 of this EoI document.

We have provided details, in accordance with the instructions and in the form required by the EoI and have attached the same as appendices to this application.

Yours faithfully,

[Signature and Details of the Applicant/ Authorised Representative]

Annexure 2: Applicant Details

1. Organizational Details	
1.1. Full Name	
1.2. Legal Status (firm/company, etc.)	
1.3. Jurisdiction of Incorporation	
1.4. Year of incorporation / registration	
1.5. Registration Number	
1.6. Registered Address	
2. Details of Authorised Signatory	
2.1 Name	
2.2 Designation	
2.3 Address	
2.4 Contact Details	
<i>(Copy of the document of authorisation to be provided)</i>	
3. Tax Registration Details	
3.1. GST	
3.2. Income Tax	
4. Contact Person for this Proposal	
4.1. Name	
4.2. Address for Courier	
4.3. Office Phone	
4.4. Mobile Phone	
4.5. Fax No.	
4.6. E-mail Address	
5. Certifications, Awards & Accreditations, if any	
5.1.	
5.2.	
5.3.	

Date:
Place:

Signature of the Applicant

Annexure 3: CA Certificate (Financial Information)

On the letter head of Chartered Accountant/Statutory Auditor

We/I have verified the Audited Financial Statement of Accounts and other documents of..... having registered office at pertaining to the financial year 2020-21, 2021-22 and 2022-23. Based on our verification of the afore said statements and records, we certify that the following details are true to the best of our information and according to the explanation given to us.

(Amount in INR Crores)

Financial Information	Financial Year			Average
	2022-23	2021-22	2020-21	
	Audited	Audited	Audited	
Total Annual Turnover				
Annual Profit Before Tax				

I/We also certify that the Applicant has more than 5 years of experience in providing Similar services, in India for and on behalf of government or international agencies as on <Insert Date>.

Date:
and seal of the CA firm
Place:

Signature

UDIN :

Note:

- a) *Documentary evidence in support of the 5 years or more experience in training service, out of which at least 3 (three) years in similar projects, in India for and on behalf of government or international agencies, must be enclosed*

Annexure 4: Power of Attorney

Format for Power of Attorney for Signing of Application (On a Stamp Paper of Rs 100/-)

Power of Attorney

We, (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms.(name and residential address) who is presently employed with us and holding the position ofas our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our response to the EoI for empanelment of eligible applicants to conduct EDP Training in the state of Assam including signing and submission of all documents and providing information to the Client (i.e.) and its officials or representatives, representing us in all matters before Client, and generally dealing with Client in all matters in connection with our EoI response.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds, and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the _____ day of _____ 20__

For _____

(Name, Designation and Address)

Accepted

_____ (Signature)

(Name, Title and Address of the Attorney)

Date : _____

Note:

- i. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, as laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- ii. *In case an authorized Director or key officials of the Applicant signs the Application, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*
- iii. *In case the Application is executed outside India, the Applicant must get necessary authorization from the Consulate of India. The Applicant shall be required to pay the necessary registration fees at the office of Inspector General of Stamps.*

Annexure 5: Affidavit

Affidavit

(To be submitted on non-judicial stamp paper of minimum Rs 50/- duly certified by Notary)

We, M/s. (the Applicant), (the names and addresses of the registered office) hereby certify and confirm that:

- (i) We or any of our promoter(s) / director(s) / partner(s) are not blacklisted or otherwise disqualified pursuant to any debarment proceedings by any Central or State Government, Local Government or Public Sector Undertaking in India from participating in any bidding process, either individually or as member of a consortium as on the _____ (Date of Signing of Application).
- (ii) We are not insolvent, in receivership, bankrupt, being wound up, having our affairs administered by a court or a judicial officer, having our business activities suspended or subject of legal proceedings for any of the foregoing reason.
- (iii) We or any of our promoter(s), director(s), partner(s) and officers are not convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of *three years* preceding the commencement of the procurement process.
- (iv) There is no conflict of interest in submitting this Proposal

We further confirm that we are aware that, our Application for empanelment of Organisations to implement <insert name of the project>, would be liable for rejection in case any material misrepresentation is made or discovered at any stage and the agreement period.

Dated thisDay of, 20.....

Name of the Applicant

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Signature of the Authorized Person

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Name of the Authorized Person