



Assam University :: Silchar

TENDER NOTICE FOR PROVIDING SUPPORT FOR ACCREDITATION

Assam University, Silchar invites offers from consulting Companies/Firms/Agencies of India with GST Registration for providing back-end support for National Assessment and Accreditation to both the campuses of Assam University viz. Silchar and Diphu.

Last date for submission of the Tender is on or before 5 PM of 31st of May, 2019.

Tenders are invited in a two bid system i.e. **“technical bid”** and **“financial bid”**.

Section 1: TYPE OF SUPPORT

The details of the type of support expected from the consulting Company/Firm/Agency is provided below:

- Pre-QnM (Quantitative Matrices) preparation and alignment of the Institution as per Revised Accreditation Framework.
- Perform a Mock visit to the different Academic Departments and Administrative Offices of the University of both the Campuses and provide necessary suggestions for improvement on both Quantitative Matrices (QnM) and Qualitative Matrices (QIM). The visit shall be executed by senior Academic experts from external organizations, who have served/serving in reputed universities/institutes as institutional heads or section heads.
- Complete back-end support for the preparation of Qualitative Matrices.
- Separate training programs for the stake holders of the universities viz. teaching, non-teaching and students about facing the NAAC visits in both Silchar and Diphu Campuses of the university.
- Train the departments about how to present their performance before the NAAC team in both Silchar and Diphu Campuses of the university.

- Provide relevant training to the Core Team engaged in IQAC and responsible for taking care of NAAC peer team in both Silchar and Diphu Campuses of the university.
- The services as mentioned above shall be provided within 8 months from the date of award of the offer to the Company/Firm/Agency. The data required for preparing the QnM and QIM report shall be supplied by the Internal Quality Assurance Cell (IQAC) of the university but the type of information necessary shall be laid down by the consulting Company/Firm/Agency providing the service.

Section 2: HOW TO APPLY

Company/Firm/Agency interested in providing necessary support must apply in two-sealed envelopes. The first one the "**Technical Bid**" and the second one "**Financial Bid**". Both the envelopes must be placed in a third and bigger envelope. The third envelope shall be duly sealed and mention the reference no., name of the work, full address of the sender, indicating contact no. and email id.

The "**Technical Bid**" shall contain an application in plain paper expressing the interest to provide support as mentioned in Section 1 above. The relevant experience of the Company/Firm/Agency with regard to providing support to Government Colleges and Universities for the purpose of Accreditation and other relevant documents need to be provided in the technical bid. Complete information of the Company/Firm/Agency viz. Name, Full Address, Telephone/Mobile no., Name of the contact person, Income tax clearance (copy to be enclosed), PAN card no. (copy to be enclosed), GSTIN no. (copy to be enclosed), Bank account details necessary for RTGS/NEFT transfer need to be mentioned. Documentary evidences shall be submitted for the above. Non-submission of supporting documents would, without any further query, be treated as non-compliance of the particular criteria. The sealed envelope containing the 'Technical Bid' must contain the name and address of the Company/Firm/Agency and also the phrase '**Technical Bid**' should be written on it.

The "Financial Bid" shall be supported by item wise breakup of the rate of each service to be provided by the Company/Firm/Agency, inclusive of all taxes, or any other charges. In case of out-station Company/Firm/Agency no separate travelling support shall be provided to the visiting team rather such claim shall be included in the price quotation under the different items for which travelling shall be necessary. The sealed envelope containing the 'Financial Bid' must contain the name and address of the Company/Firm/Agency and also the phrase '**Financial Bid**' should be written on it.

from the date of acceptance of the bid for due and proper fulfillment of contract.

EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee towards full Security Deposit in the valid format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.

In case the firm is unable to finish their job within the speculated time the amount submitted by the firm against Performance Guarantee shall be forfeited by the university. But on successful completion of the contract on time, the amount deposited by the firm against Performance Guarantee shall be returned without interest.

Section 4: PAYMENT FOR THE SERVICES

Payment shall be made to the Company/Firm/Agency selected itemwise by the university at the rate agreed by the university. The payment shall be made after completion of each item of the support as mentioned in Section 1 and on satisfaction of the committee appointed by the Competent Authority of the university. Payment shall be made through electronic transfer. No request for advance payment shall be entertained in any circumstances. After completion of each item of the support the Companies/Firms/Agencies shall submit bills in triplicate for the said support. GST/Income Tax or any other taxes as admissible shall be deducted at source.

Section 5: MANAGING HUMAN RESOURCE

The Company/Firm/Agency may employ their staff in the university for attaining the services mentioned at any point of time during the 8 month period. But the Company/Firm/Agency shall undertake that they shall make it clear to the staff so employed, that such staff are the employees of the Company/Firm/Agency and not of the university. It is the responsibility to the Company/Firm/Agency to pay salary and other allowances to the staff employed by them and also to supervise them to comply with the obligations under this agreement.

The Companies/Firms/Agencies shall not engage any other agent or enter any sub-contract with any other Companies/Firms/Agencies for providing the services.

Section 6: MANAGING DISPUTES

At any stage of providing the support, if the committee finds that the awarded Company/Firm/Agency is not working as per the schedule or not confirming to the desired standard the university has the right to review the award. In case of dispute between the selected Company/Firm/Agency and the Assam University in the Tender or its execution thereof the same will be sorted out amicably and mutually. In the event that an amicable settlement

Company/Firm/Agency will be responsible to ensure that the application reaches the University on or before the due date and time. Assam University is not responsible for non-receipt of applications within the specified date and time due to any reasons including postal delays. Application received after due date and time or incomplete in any respect are liable to be rejected. Further, in the event of Company/Firm/Agency's failure to satisfy the University regarding the eligibility, the University reserves the right to reject the application forms outright.

Earnest Money Deposit (EMD) of Rs. 15,000.00 (Rupees fifteen thousand) in the form of **Call deposit** favouring Finance Officer, Assam University is to be enclosed along with the tender papers in the Technical Bid.

The sealed envelope containing both the 'Technical Bid' and the 'Financial Bid' must be addressed to the "Director, Internal Quality Assurance Cell, Administrative Building, First Floor, Assam University, Silchar, Assam, Pin: 788011".

Section 3: PROCESS OF SELECTION

The Technical Bid shall be opened on the 6th June, 2019 at 11:30 AM by a committee appointed by the Competent Authority of the university at S M Ali Hall located in the Administrative Building of the University. Proprietor or his/her representative shall remain present in the meeting of opening of the technical bid. The committee shall scrutinize the technical bid and determine the Companies/Firms/Agencies to be invited for presentation based on the eligibility criteria. Such Companies/Firms/Agencies, shall be invited for presentation before the committee on the same day.

The Committee shall listen to the presentation of the Companies/Firms/Agencies and may raise different queries in this connection to the presenter for clarification. The proprietor of the Company/Firm/Agency or any of his /her representatives, who are employees of the Company/Firm/Agency, shall present their case before the committee.

The committee based on the eligibility parameters shall shortlist Companies/Firms/Agencies, (on submission of a performance guarantee of 5% of the tendered amount to the competent authority). The short listed companies shall be intimated on the same day.

The **Financial Bid** of the short listed companies shall be opened on 7th June, 2019 at 10:30 AM by the committee members at S M Ali Hall located in the Administrative Building of the University. Proprietor or his/her representative may remain present in the meeting of opening of the financial bid.

Rule 183 and 184 of GFR shall be followed for the purpose of ultimate selection of the Company/Firm/Agency for the said support.

The successful bidder shall furnish a performance guarantee for an amount equal to five (5) percent of the Total awarded value, within 10 calendar days

cannot be reached, any dispute arising out of or relating to this Tender shall be settled by a sole arbitrator appointed by mutual agreement, the place of arbitration shall be Assam University, Silchar and in case of failure to settle the matter through arbitration the provisions of Arbitration and Conciliation Act, 1996 will be applicable and subject to jurisdiction of civil court of Silchar at the request of either party.

Section 7: SIGNING OF CONTRACT AGREEMENT

On receipt of intimation from the University regarding the award of the Tender, the successful Company/Firm/Agency shall be bound to start the execution the service within fourteen days thereof. The successful Company/Firm/Agency shall sign an agreement in accordance with the extant provisions of the Tender.



(Registrar)

Assam University, Silchar

Check List of documents to be submitted by the applicant Company/Firm/Agency in support of their application

In Technical Bid

1. Profile of the Company/Firm/Agency expressing the interest with complete address and contact details.
2. Copy of Registration certificate of the Company/Firm/Agency
3. Details of the Organization/Institution where the Company/Firm/Agency provided/providing similar service
4. GST Registration Certificate
5. Copy of PAN Card
6. Last Income Tax Return Certificate
7. Bank Account Details
8. Any other relevant document in support of the candidature of the Company/Firm/Agency
9. Earnest money of Rs. 15,000.00 (Rupees fifteen thousand) in the form of **Call deposit** favouring Finance Officer, Assam University.

In Financial Bid

Rate break up and price quotation

Important Dates

Last Date of Submission of Tender: 5 PM of 31st of May, 2019

Date and Time of Opening of Technical Bid: 6th June, 2019 at 11:30 AM

Date and Time of Opening of Technical Bid: 7th June, 2019 at 10:30 AM

[Faint signature and text]