



ASSAM UNIVERSITY: SILCHAR
(A Central University Constituted under Act. XIII of 1989)
Assam – 788 011
Telephone: 03842 – 244879, Fax: 03842 – 224797

Invitation for Expression of Interest (EOI)

Assam University, Silchar invites **Expression of Interest (EOI)** from reputed Consulting Architectural & Engineering Firms / Agencies for **Consultancy Services for Digitization and Conversion of Existing Building Drawings into AutoCAD (DWG) Format.**

The University possesses a large repository of old architectural and structural drawings (on paper) for its various campus buildings and structures. These drawings are required to be converted into editable AutoCAD file/s for ease of access, reference, and use in future engineering, maintenance, renovation, and development works. The Stipulated time of completion of the assignment will be **60 Days** from the date of signing of Agreement.

Interested firms are requested to apply with their credentials/information/testimonials in the prescribed format given in **Part-I(A) & Part-I(B).**

Hard copy of the complete application shall be sent to the **Executive Engineer (Civil)**, Assam University, Silchar, Assam, Pin-788 011, super-scribing on the top of the envelope: **“EOI for Consultancy Services for Digitization and Conversion of Existing Building Drawings into AutoCAD (DWG) Format”.**

Detail terms and conditions including prescribed format is available on the University website at www.aus.ac.in and <https://eprocure.gov.in/eprocure/app>.

The last date of submission of application is **13-08-2026 within up to 11.00 A.M.**

Bidders are requested to submit their bid through online mode only on the e-Procurement portal <https://eprocure.gov.in/eprocure/app> on or before the last date of submission. The bid shall include the rate per sqm for 2D CAD drawings.



Applications completed in all respects (excluding the Price Bid) must be accompanied by a non-refundable application fee of **₹ 5,000/-** (Rupees Five Thousand only) in the form of a Demand Draft drawn in favour of Assam University, Silchar, payable at Silchar. The hard copy of such application shall reach the office of the Executive Engineer (Civil), Assam University, Silchar on or before the last date and time of submission.

Sd/-

Registrar

Assam University, Silchar

File No. AU/Engg/Maint/Civil/09/2026

Date: 16-07-2026

Copy to

1. PS to VC for kind information of Hon'ble Vice Chancellor
2. Finance Officer-i/c for information
3. The Director, Computer Centre, with a request to up load the Notice Inviting Expression of Interest in the university website as per soft copy
4. Notice Board

Sd/-

Executive Engineer (Civil)-i/c



ASSAM UNIVERSITY: SILCHAR
(A Central University Constituted under Act. XIII of 1989)
Assam – 788 011

PART-I(A)

APPLICATION FORM FOR EXPRESSION OF INTEREST

Last date for submission of application : is **13-08-2026 within** up to **11.00 A.M.**

UNDERTAKING

I / We have read and understood the instructions and the terms and conditions contained in the application form. I / We do hereby declare that the information furnished in the application and in the supplementary sheets from pages 03 to 15 is correct to the best of my/our knowledge and belief.

Signature of Applicant :

Name (in Block Letter) :

Designation :

Complete Postal Address :

E-mail :

Phone No. :

Mobile No. :

Place :

Date :

Signature of Applicant
(Lead Partner in case of Joint Venture)

Seal of the Firm / Joint Venture

To

The Executive Engineer
Assam University, Silchar
Silchar – 788 011



PART-I(B)

Information to be furnished by the Applicant

1.	Name and full address of the firm / registered office [Attach Self-attested copies of Certificate of Incorporation / Registration and PAN Card]	
2.	Registration with Council of Architecture (COA), India The firm / lead partner must be registered with the Council of Architecture (COA), India. [Self-attested copy to be enclosed]	
3.	Names and Qualifications of Key Personnel . The firm must have on its roll (or as partner in case of Joint Venture) experienced Senior Architect(s) and experienced Civil Engineer(s). [Attach Self-attested copies of Qualification Certificates]	
4.	Professional experience of the Key Personnel [Senior Architect(s) and Civil Engineer(s)] a) The firm must have on its roll (or as partner in case of JV) an Architect / Engineer with minimum 30 years of relevant experience in architectural planning, design, scrutiny, government/public-sector housing projects, mass housing schemes, multi-storeyed residential/institutional buildings, and preparation/scrutiny of drawings for statutory approvals. b) The firm must submit detailed CVs of all Key Personnel (Senior Architect(s) and Civil Engineer(s)) proposed for the assignment. c) It is mandatory that the proposed professional(s) should have direct experience in government housing boards, public-sector projects, institutional buildings, design scrutiny, drawing preparation, and CAD-based documentation.	
5.	Details of experience of the firm /Agency (In preparation of original / as-built drawings, Consultancy services for government / public-sector / institutional / university buildings) in the last 10 years of the firm / Joint Venture (Combined credentials of all JV partners shall be considered). [Attach client certificates / work orders]	



PART-I(B)

6.	Average annual turnover for the last three financial years i.e., FY 23-24, FY 24-25, FY 25-26. a) Average annual turnover of the firm / lead partner for the last three financial years shall not be less than ₹ 3.00 Lakhs (Rupees Three Lakhs only). b) The firm should not be under any blacklisting / debarment by any Government / Semi-Government / Autonomous body. [Attach audited financial statements / ITRs]	
7.	Whether the firm is blacklisted / debarred by any Government / Semi-Government / Autonomous body [Attach signed declaration in the format In Annexure – A]	
8.	Details of Joint Venture / Consortium (if any): [Attach copy of Joint Venture agreement on stamp paper and the Power of Attorney / Board Resolution]	

N.B. All these self-attested documents must be uploaded online and a hard copy of the same must be submitted offline failing which the bid will be cancelled.

Signature of the applicant

Firm Seal with Date



Annexure-A: Blacklisting Undertaking

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

(Format of Undertaking, to be furnished With Regard To Blacklisting/ Non-Debarment, by any Organization)

I/We, on behalf of (Name of Bidder), with its registered office at do hereby declare that the above-mentioned Bidder has not been blacklisted/ debarred by any State Government/ Central Government / government affiliate agencies/ Public Sector Undertakings (PSUs)/ any multilateral agency for breach on our part.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)



PART-II(A)

Instructions to the Applicants before filling up of Application Form

- 1) The time is the essence of the assignment. The ability, competence, and past experience of the bidder in similar CAD digitization and consultancy works, along with the capability to deliver quality services within the stipulated time, will be major factors while evaluating the EOI.
- 2) Bidders may participate individually or as a Joint Venture (JV)/Consortium. In case of JV, the Lead Partner must be registered with the Council of Architecture (COA), India, and shall be solely responsible for the execution of the contract and coordination with the University.
- 3) The application shall be signed by the authorized person(s) on behalf of the firm / Lead Partner having necessary Authorization / Power of Attorney. Each page of the application and all enclosures must be signed and sealed by the authorized signatory. A copy of the Power of Attorney / Board Resolution (certified copy) shall be furnished along with the application.
- 4) Intending bidders are required to submit complete information about their organization, relevant experience, key personnel, and technical competence in the prescribed format (PART-I(A) & PART-I(B)) along with all supporting documents.
- 5) If the space provided in the proforma is insufficient, additional information may be furnished on separate sheets. Each supplementary sheet must clearly mention the relevant serial number and part of the proforma. All such sheets shall be properly signed and sealed.
- 6) The bidder must have on its roll (or as partner in case of JV) at least one Architect / Engineer possessing minimum 30 years of relevant experience as specified in the eligibility criteria. Detailed CVs of all key personnel proposed for the assignment must be submitted along with supporting documents.
- 7) While furnishing details of similar experience, the bidder shall provide project-wise information supported by work orders, client certificates, completion certificates, or appointment letters from government bodies.
- 8) Non-refundable application fee of ₹ 5,000/- (Rupees Five Thousand only) in the form of a Demand Draft drawn in favour of Assam University, Silchar, payable at Silchar, must be enclosed with the hard copy of the application. Applications received without the application fee shall be summarily rejected.
- 9) The hard copy of the application (excluding the Price Bid) along with all supporting documents and the Demand Draft shall be submitted to the Executive Engineer (Civil), Assam University, Silchar. The Price Bid containing the rate per sqm for 2D CAD digitization shall be submitted online only through the e-Procurement portal <https://eprocure.gov.in/eprocure/app>.
- 10) Non-refundable application fees sealed in envelope No. 1 is to be uploaded online and the original has to be submitted offline, failing which the EOI will be rejected.
- 11) Technical Qualification details including page no. 1-15 is to be sealed in envelop No. 2 (to be uploaded online and submitted offline).



- 12) **The rates are to be filled in rate per Sqm basis (inclusive of all taxes) and not in percentage basis. The rate has to be filled up in price bid on online mode only** which is fixed irrespective of the cost escalation of the project (if any) and changes in Govt. Taxes.
- 13) Envelope No. 1 & 2 to be inserted in a single envelope, properly sealed and subscribing the name of work, closing date & name of Organization on the cover of the envelope.
- 14) Both the online and offline applications shall include separate copies of all required enclosures.
- 15) Bidders are advised to visit the University website www.aus.ac.in and the e-Procurement portal <https://eprocure.gov.in/eprocure/app> to download the EOI document and for any updates or amendments.
- 16) The University does not bind itself to accept the lowest or any bid and reserves the right to reject any or all EOIs without assigning any reasons thereof.
- 17) Canvassing in any form by the bidder or on behalf of the bidder shall lead to disqualification of the bid.
- 18) All pages of the submitted documents must be signed and sealed by the authorized signatory of the bidder / Lead Partner.
- 19) At any time prior to the deadline for submission of bids, the University may modify the EOI document by issuing an amendment. All such amendments will be notified on the University website and the e-Procurement portal and shall be binding on the bidders.
- 20) Services to be rendered by the Organization (wherever applicable):
 - (a) **Digitization of Drawings:** Conversion of available hard copy of building drawings into 2D CAD format with proper layering and annotations.
 - (b) **Site Verification and Measurement:** Conducting site visits and measurements as and when required.
- 21) Bidders are advised to get themselves registered on the e-Procurement portal well in advance and ensure they have a valid Class III Digital Signature Certificate (DSC) for online bid submission.
- 22) If any bidder is found to have submitted false, misleading, or incorrect information at any stage, the bid shall be rejected and appropriate action shall be taken as per Government rules.
- 23) Work will be awarded to the Organization who will fulfill all the criteria mentioned in the documents and the competition among the firms as described in the EOI shall be essentially on the rate per sqm to be claimed for execution of work including all taxes.
- 24) The interested bidder may examine the nature of work available with the Engineering Section, Assam University Silchar Campus to satisfy them about the scope of the work before submitting the EOI. The dully filled in EOI can be submitted by hand in the Tender Box at Engineering Section, Administrative Building, Assam University Silchar on 13-08-2026 **within 03.00 PM.**



The bid will be opened on **14-08-2026 to 11.00 A.M.** in presence of the Parties or their authorized representatives.

- 25) Bidders may participate individually or as a Joint Venture / Consortium with other firms. In case of JV, the combined credentials of all partners shall be considered for qualifying the eligibility criteria. The JV agreement must clearly define roles and responsibilities.
- 26) In case of any disputes regarding the contract and its execution, the matter will be referred to a sole Arbitrator to be appointed by the University whose decision shall be final and binding for both the parties. The Civil court shall have no jurisdiction to entertain any dispute regarding the same.
- 27) All the bidders shall remain present personally or through representatives during the process of opening of tender bid as mentioned in the NIT. If any bidder does not remain present personally or through representatives then he/she shall not raise any objection later on regarding the tender process. If any objection raised after completion of tender process the same shall not be entertained and legally viable.
- 28) The bidders are advised to get themselves registered on the e-Procurement portal at least a week before the scheduled date and time of bid submission. This will help the new bidders/vendors to get familiar with the e-Procurement portal. The bidders must arrange computers/laptop, high speed internet and other equipment etc. required for bid submission. For more details visit <https://eprocure.gov.in/eprocure/app>.
- 29) **Fraud Warning Disclaimer:**

Please be aware that certain individuals might approach bidders, by falsely presenting themselves as university employees, affiliates agents or representatives. Under this false pretense, they might try to gain access to your personal information or to acquire money or other valuables from you by offering fictitious opportunities related to the bid or by claiming that they are contacting on behalf of university authority. These claims and offers are fraudulent and invalid and bidders are strongly advised to exercise great caution when they receive such an offer related to bid or notice. Be very mindful of such scams as university shall not be responsible for, and expressly disclaims all liabilities for damages of any kind arising out of the use of, NIT reference, bid details or any information contained on the University website or CPPP website. For any clarification related to published bids on CPPP and AUS website bidders are advised to visit Engineering section of the University.

Sd/-

Registrar

Assam University, Silchar



Tender Information

Name of Work: - Consultancy Services for Digitization and Conversion of Existing Building Drawings into AutoCAD (DWG) Format.

- Application/Form Fee : **Rs. 5,000/-**
- Tentative floor area of Building/s under consideration : **2000.00 sq. metre**
- File No. : **AU/Engg/Maint/Civil/09/2026**
- Time of Completion : **60 (Days)**
- Last date of submission of tender online : **13-08-2026 at 11:00 A.M.**
- Date and Time of online Technical Bid Opening : **14-08-2026 at 11.00 A.M.**
- Date and time of Submission of Hard Copy (Only Technical Bid) : **13-08-2026 at 03:00 PM**
[Failing which the bid will not be considered]
- **Date and Time of online Financial Bid Opening:** To be announced after completion of technical bid evaluation.



SPECIAL INSTRUCTION FOR ONLINE BID SUBMISSION

Special Instructions for Online Bid Submission.

The bidders are required to submit soft copies of their bids electronically on the e-bid Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal <https://eprocure.gov.in/eprocure/app>, prepare their bids in accordance with the requirements and submitting their bids online on the e- Procurement Portal.

REGISTRATION

1. Bidders are required to enrol on the e-Procurement Portal (<https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Registration” on the e-bid Portal.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
8. **For any Query contact to Mr. Anil Kumar –07903810198.**

SEARCHING FOR BIDDING DOCUMENTS

There is various search options built in the e-bid Portal, to facilitate bidders to search active bids by several parameters. These parameters could include Bid ID, Item/work id, Last date of submission, etc.

PREPARATION OF BIDS

1. Bidder should take into account any addendum and corrigendum published on the bid document before submitting their bids.
2. Please go through the bid advertisement and the bid document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which



the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the bid document / schedule and generally, they can be in PDF format. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.

SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bidding document.
3. ***Bidders** are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the bid document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
4. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
5. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded bid documents become readable only after the bid opening by the authorized bid openers.
6. The uploaded bid documents become readable only after the bid opening by the authorized bid openers.



7. Upon the successful and timely submission of bid click “Complete “(i.e., after Clicking “Submit” in the portal), the portal will give a successful Bid submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
8. The bid summary has to be printed and kept as an acknowledgement of bid submission.
9. **PRICE SCHEDULE:**
 - a) **PRICE fills online only.**
 - b) **The rate of items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures.**

Note:- Site Compatibility

a) Browser used	undefined
2. Full version	119
3. Your OS	Windows Latest Version
4. Cookies Enabled	Yes
5. Your Screen Resolution	1536 x 864
6. Java Enabled	No

Note: The portal is compatible for the following browser version

Firefox	42 to 49
Firefox ESR	52
Edge	Kindly follow the Configuration instructions given in the download section at eprocurement website https://eprocure.gov.in/eprocure/app .
Microsoft Office	Microsoft Office Latest Version

**You are using a web browser not supported by this website.
This means that some functionality may not work as intended.**

**The Browser is not Java enabled. Please enable Java
For Best results the Screen resolution should be set to 1024 x 768**



PRICE BID

Name of Work: Consultancy Services for Digitization and Conversion of Existing Building Drawings into AutoCAD (DWG) Format.

Tentative floor area of Building/s under consideration: 2000.00 sq. metre

<u>Item Rate BoQ</u>						
Tender Inviting Authority: Assam University Silchar.						
Name of Work: Consultancy Services for Digitization and Conversion of Existing Building Drawings into AutoCAD (DWG) Format at Assam University, Silchar, Assam.						
Contract No: AU/Engg/Maint/Civil/09/2026						
Name of the Bidder/ Bidding Firm / Company :						
<u>PRICE</u> <u>SCHEDULE</u> (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Service Charge in Figures To be entered by the Bidder (per sq. metre) Rs. P	TOTAL AMOUNT In Rs	TOTAL AMOUNT In Words
1	2	4	5	13	53	55



1	Expression of Interest for Consultancy Services for Digitization and Conversion of Existing Building Drawings into AutoCAD (DWG) Format at Assam University, Silchar, Assam. Total built-up area/ floor area= 2000.00 sq.metre	2000.00	sqm		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only				

Signature Not Verified

Digitally signed by DEBANON DEY
PURKAYASTHA
Date: 2026.07.16 11:25:24 IST
Location: eProcure-EPROC

**Basic Details**

Organisation Chain	Assam University Silchar		
Tender Reference Number	AU/Engg/Maint/Civil/09/2026		
Tender ID	2026_AUS_917683_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	EOI
Tender Category	Works	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	SCAN COPY OF TENDER FEE AND TECHNICAL BID DOCUMENTS AS PER NIT
		.pdf	SCAN COPY OF SEAL AND SIGNED NIT
2	Finance	.xls	BOQ

Tender Fee Details, [Total Fee in ₹ * - 5,000]

Tender Fee in ₹	5,000		
Fee Payable To	Assam University Silchar	Fee Payable At	Assam University Silchar
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Nil	EMD Payable At	Nil

Work /Item(s)

Title	Expression of Interest for Consultancy Services for Digitization and Conversion of Existing Building Drawings into AutoCAD (DWG) Format at Assam University, Silchar, Assam.
Work Description	Expression of Interest for Consultancy Services for Digitization and Conversion of Existing Building Drawings into AutoCAD (DWG) Format at Assam University, Silchar, Assam.

Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Tender Value in ₹	NA	Product Category	Civil Works	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	60
Location	ASSAM UNIVERSITY SILCHAR	Pincode	788011	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	ENGINEERING SECTION, ASSAM UNIVERSITY SILCHAR
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	16-Jul-2026 01:00 PM	Bid Opening Date	14-Aug-2026 11:00 AM
Document Download / Sale Start Date	16-Jul-2026 01:30 PM	Document Download / Sale End Date	13-Aug-2026 11:00 AM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	16-Jul-2026 02:00 PM	Bid Submission End Date	13-Aug-2026 11:00 AM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	NIT	389.93	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_964387.xls	BOQ	395.50

Tender Inviting Authority

Name	Registrar
Address	Administrative Building Assam University Silchar