**`GOVT. OF ASSAM**

**OFFICE OF THE DIRECTOR OF TECHNICAL EDUCATION:ASSAM**

**KAHILIPARA:GUWAHATI-19.**

**No. TE(P) SCHEME-53/2017/4345 Dated Guwahati 23rd December, 2020**

**CALL FOR EXPRESSION OF INTEREST (EOI)**

**For EDUCATION SERVICE PROVIDER IN OVERSEAS INTERNSHIP PROGRAM ON TURNKEY BASIS**

Expression of Interest (EOI) from Education Service Providers are invited which should contain the following with supporting documents.

**I. Introduction**

With the key motive isto provide international exposure and toimprove studentoutcomes, Government of Assam has started the Scheme for Overseas Summer Internship Program 2021 for Undergraduate Engineering Students from Government Engineering Colleges.

The Educational Service Provider will have to arrange for Overseas SummerInternship Program in a foreign reputed University/Institution on turnkey basis. The Service Provider will have to identify and arrange a reputed University/Institution for undergoing internship by select undergraduate engineering students.

1. The Directorate of Technical Education Assam now invites eligible “Consultants”as**EDUCATIONAL SERVICE PROVIDER TO CONDUCT OVERSEAS WINTER INTERNSHIP PROGRAM (ABOUT THREE TO FOUR WEEKS) FOR UNDERGRADUATE ENGINEERING STUDENTS 2021 ON TURNKEY BASIS.**
2. The interested Educational Service Provider may submit the EOI at Office of the Director of Technical Education, Kahilipara, Guwahati – 19 on or before 05/01/2021 by 12.30PM. The EOI format can be downloaded from the official website http://dte.assam.gov.in.
3. A brief write-up on the consultant along with their qualification, experience, key-persons to be involved, office details, contact details, past experiences in similar work, any other relevant information, etc.
4. A brief note on how the consultant will be useful and helpful as ESP for the technical internship program.
5. A duly signed letter of willingness to act as the consultant, if so selected by Directorate of Technical Education Assam.
6. EOI must be delivered in hard copy to the address below by 12.30PM, 30/09/2019.

**The Director of Technical Education, Assam**

**Directorate of Technical Education Assam**

**Kahilipara, Guwahati– 781019**

1. The envelope containing the EOI should be marked as “**Expressions of Interest for Consultancy Services for Education Service Provider in Overseas Internship Program for Undergraduate Engineering Students2021**”.

**I. ELIGIBILITY CRITERIA FOR THE SERVICE PROVIDER:**

Applications received from Education Service Providers (firms/companies) that have submitted all required documentation will be reviewed by a panel committeeand applicants will be shortlisted based on their capacity, experience to perform the assignment and having the following eligibility criteria:

1. The Education Service provider agency must be a registeredfirm/company having a well established office branch in Assam. **(Proof of existence such as rent agreement, certificate of incorporation etcshould be furnished)**
2. The applicant should be a reputed firm / company preferably having similar experience in providing educational consultancy services for Central/State Govt. /Ministries/Govt. Departments/ PSU/Autonomous bodies/Reputed Companies/ etc. (Certificate for having performed similar service satisfactorily in the said ministry/ dept. /organization should be attached). Copy of work orders/award letters showing the experience of work in the last three years i.e. 2016-17, 2017-18 and 2018-19 should be provided.The applicant shall provide the reference list of the organization with contact address.
3. The firm/agency should not have been blacklisted or debarred by any Government Organization/PSU etc. The firm/agency may furnish an undertaking to this effect on its letter head duly signed by authorized person of the firm/agency.
4. **ESP must have minimum of 2 years experience in the similar field**
5. InterestedConsultantsmayobtainfurtherinformationattheaddressmentionedbelowfrom11:00 hrs.to 17:00hrs. onworkingdays.

Director of Technical Education, Assam,

Kahilipara, Guwahati-781019.

Tel. +91-361-2 3782276, Fax +91-361-2385126

E-Mail: dte.assam@gov.in

webstite :http://dte.assam.gov.in

1. Proposal documentsmustbesubmittedinthefollowingformat.

* CoveringLetter
* CompanyProfile
* Eligibility Criteria Compliance Checklist
* SupportingDocumentsforeligibilitycriteria.

Note: - All pagesshould beindexedand numberedproperly.

1. Shortlisted applicants will be notified accordingly.

**II. SCOPE OF WORK**

The Education Service Provider will have to undertake complete responsibility on turnkey basis covering all aspects of the Overseas Internship such as:

1. The Educational Service Provider will provide a list of Universities with areas of Internship, wherein the selected undergraduate students will be placed. The number of Internship positions available and Duration of Internship in each subject area should also be provided.
2. The areas of Internship should be relevant to branches of Engineering Courses offered in the Government Engineering Colleges of Assam which are:
3. Civil Engineering
4. Chemical Engineering
5. Computer Science & Engineering
6. Electrical Engineering
7. Electronics & Telecommunication Engineering
8. Mechanical Engineering
9. Industrial & Production Engineering
10. Instrumentation
11. Power Electronics & Instrumentation Engineering

**III. TERMS AND CONDITIONS OF THE CONTRACT**

The Education Service Provider will have to undertake complete responsibility on turnkey basis covering all aspects of the Overseas Internship such as:

1. The negotiations with the foreign Universities/ Institutes/ Professors in the relevant field of Engineering with respect to terms and conditions as required for the Overseas Internship.
2. The Overseas Winter Internship will have to be arranged during April-May 2021.
3. The Education Service Provider will be responsible for the Outbound and Inbound Air Ticketing, Travel Insurance, Visa, accommodation, food and hospitality.
4. The Education Service Provider shall ensure the safety of the students selected for internship in the identified Universities/ Institutes abroad.
5. TheEducation Service Provider is entitled to keep with it only the Education Service provider service charges. The Education Service provider shall not charge the student selected for internship or the Director of Technical Education, Assam any money in any name and in any form. Any complaint against the Education Service provider in this regard before or after awarding of contract will be viewed very seriously and the contract would be cancelled with forfeiture of the security and blacklisting of the Education Service provider.
6. The Institutions should be selected only in COVID free/relatively free country such as New Zealand, Sweden.

**IV. GENERAL CONDITIONS**

1. The Overseas Summer Internship Program may be cancelled at any stage due to unfavourable situation inflicted by pandemic of COVID-19.
2. **EOI** is liable to be rejected if complete information is not provided as required.The proposal shall be filled in by the agency neatly and accurately. Any corrections or overwriting would render the proposal invalid. Conditional offers/ offers which are not in conformity to the prescribed document will be summarily rejected. The EOI document should be duly signed on every page including annexure.
3. All the terms and conditions as stated in the EOI, Annexure and Acceptance conveyed by Director of Technical Education, Assam will constitute the contract between the Education Service provider and Director of Technical Education, Assam.
4. The offer would be selected on the basis of technical qualification and lowest quoted amount per student intern as per the format given in Clause VIII. The offer shall remain valid for a period of 22 days from the last date of submission of EOI documents.
5. The selected agency is expected to commence the Assignment on the date and at the location to be specified in the work order to be issued by Director of Technical Education, Assam as per its requirement & on the term & conditions specified.
6. The Education Service Provider will be engaged only for the period of overseas internship.
7. The Director of Technical Education, Assam reserves the right to accept or reject any or all the EOIs without assigning any reason, thereof.
8. After award of the contract, any minor changes in the terms and conditions of implementation can be agreed upon mutually in writing with proper justification.

**V. INDEMNITY**

The Education Service Provider hereby agrees to keep indemnified and shall keep indemnified and hold harmless, Director of Technical Education, Assam and its officers and employees from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this Contract or arising from any breach or non-compliance whatsoever by the Education Service Provider or any of the persons deployed by it pursuant hereto of or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether willful or not, and whether within or without the premises.

**VI. FINANCIAL IMPLICATIONS**

1. The Education Service Provider will submit quotes for undertaking the arrangement of the Overseas Winter Internship Program. Cost of Internship per student can be quoted by the ESP in the format given below:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Suggested Names of Foreign Universities/ Instituteswhere internship may be provided | Particulars of Services | Total Average Amount per Student  (Rs.) |
| 1. |  | Outbound and Inbound Flight fare (Economy Class) |  |
| Lodging Costs |  |
| Fooding Costs |  |
| Visa Charges for Internship |  |
| Travel Insurance |  |
| Service Provider Charges |  |
| Total Amount per Student (Rs) |  |

**Note:**

* **Internship will be commenced between April-May for 3 weeks only, subject to all necessary clearance from govt., if at any stage the condition is not favorable then the entire internship may be cancelled.**
* ESP may also suggest some other Institutions which will be finalized by the Department.
* ESP will be selected on the basis of Price Bid which will be evaluated based on the quoted Total Average Amount per student
* It is to be noted that the ESP can claim only within the stated amount in the quotation.

1. **Earnest Money Deposit**

The Education Service Provider shall furnish an Earnest Money deposit (EMD) in favor of “Director of Technical Education, Assam” Issued by any Nationalized Bank or by State Bank of India or its subsidiaries for an amount of **Rs. 20,000.00**for each EOI at the time of submission of proposal. The EMD of unsuccessful bidder will be refunded without interest within a period of 60 days of opening of financial proposal. The EMD of the selected Education Service Providerwill be refunded without interest on receipt of performance security.

3. **Mode of Payment and Payment Terms**

Education Service Provider agency will raise the bill on completion of the internship program. The bill should indicate the details of payments made.An advance of 75% of the total amount quoted will be paid to the ESP after the issue of work order.Final payment by means of ET/crossed cheque will be made only after completion of the internship program and submission of bills of claim. However, taxes at the rate applicable which are as per the rules shall be deducted at source from the final payment.

4. **Performance Security**

The successful bidders will have to submit performance security to ensure due performance of providing timely and efficient manpower as Education Service Provider agency to an amount of 5% of the total value of the contract in the form of an Bank Guarantee from a Nationalized bank in the name of Director of Technical Education, Assam as per the text provided by the Authority (Annexure –6).The performance security will be valid for a period of 60 days beyond the validity of the contract.

**IX. OBLIGATIONS OF DIRECTOR OF TECHNICAL EDUCATION,ASSAM**

The Director of Technical Education, Assam shall provide the Education Service Provider agency such reasonable assistance as may be required in order to carry out the assignment.

**X. JURISDICTION**

The parties hereby irrevocably consent to the sole jurisdiction of the Courts of Assam only in connection with any actions or proceedings arising out or in relation to this EOI.

.

Directorate of Technical Education Assam

Kahilipara, Guwahati 781019

Date:

**Annexure -1**

**Covering Letter**

(Tobe submitted on the letterheadof the consultingfirm/Lead firm)

{Name of City,Date}

To:

Directorate of Technical Education, Assam,

Kahilipara, Guwahati-781019.

DearSir/Madam

We,theundersigned,offertoprovideconsultingservicesfortheDirectorate of Technical Education, Assam, Kahilipara, Guwahati-781019.inaccordancewithyourEoI**ReferenceNumber\_\_\_\_\_\_\_\_\_dated \_\_\_\_\_\_\_\_\_\_\_\_\_** andourProposal.

"WeareherebysubmittingourProposalaspertherequirements mentionedintheEoI. Weherebydeclarethat:

I. AlltheinformationandstatementsmadeinthisProposalaretrueandweacceptthatany misinterpretationormisrepresentationcontainedinthisProposal mayleadtoour disqualificationbythe Directorate of Technical Education, Assam, Kahilipara, Guwahati-781019.

II. We meet the eligibility requirements as stated in this REoI, and we confirm our understandingofeligibility criteria.

III. OurProposalisbindinguponusandsubjecttoanymodifications/amendments by the Directorate of Technical Education, Assam, Kahilipara, Guwahati-781019.

IV. OurFirm/Companydonotfaceanysanctionoranypendingdisciplinaryactionfromany authorityagainst our ourFirm/ Company.

V. WeunderstandthattheDirectorate of Technical Education, Assam, Kahilipara, Guwahati-781019isnotbound toacceptany Proposal they receive.

We remain,

yours sincerely,

Authorized Signature{In full and initials}:

Name and Title of Signatory:

Name of Consultancy firm(Firm/Company'sname):

Inthe capacity of:

Address:

Contact information (phone and e-mail):

**Annexure -2:**

**Company Profile**

|  |  |  |
| --- | --- | --- |
| # | Information | Details |
| 1 | Name of respondingConsultancyfirm  (Firm/Company): |  |
| 2 | Complete Addressof respondingConsultancy firm (Firm/Company): |  |
| 3 | Name, Designation and Addressof the contact  person towhom allreferences shall bemade regardingthisREoI: |  |

|  |  |  |
| --- | --- | --- |
| 4 | Telephone number of contact person: |  |
| 5 | Mobile number of contact person: |  |
| 6 | Faxnumber of contact person: |  |
| 7 | E-mail addressofcontact person: |  |
| 8 | Statusof consulting Firm/Company(Public  Ltd., Pvt. Ltd., LLPetc.) |  |
| 9 | Firm/CompanyRegistration Number  (Enclosed Certificate) |  |
| 10 | Detailsof EPF |  |

Note:Consultancyfirmcan include brief profile of the firm/companyhere. (Notmore thanthree pages).

**Annexure -3:**

**Declaration**

Date: …………...……….

**Towhomsoeveritmaybe concern**

I/WeherebysolemnlytakeoaththatI/Weam/are authorizedsignatoryinthefirms/Agency/Institute/Companyandherebydeclarethat"Ourfirms/Agency/Institute/Companydonotfaceany sanctionorany pendingdisciplinary actionfromany authority againstour firms/Agency/Institute/ Companyorpartners." Further, it isalsocertifiedthatourfirmhasnot beenblacklistedby Central/AssamStateGovernment or byanymultilateraldonor fundingorganization inpast.

**Authorized Signatory**

**(With seal)**

**Annexure - 4**

**Financial Details**

(Tobe submitted duly singed by Statutory Auditor of theConsultancyfirm on their letterhead)

Annual TurnoverDetails fromConsultancy only

|  |  |  |
| --- | --- | --- |
| S. No | Years | TurnoverDetails  inINR |
| A | 2019-20 |  |
| B | 2018-19 |  |
| C | 2017–18 |  |
| Average AnnualTurnover  (A+B+C)/3 | | 2017-20 |

Note:-LatestAnnual AuditReport(2018-19), if available maybe used forabove information.

**Annexure –5**

**Project Implementation Strength**

|  |  |
| --- | --- |
| Assignment name: | Approx. Value of Services: |
| Name of State: | Duration of assignment(months): |
| Name of Client: | Addressof Client Location where servicesdelivered: |
| Contact Person, Title/Designation, Tel. No.: | No. of professional staff-months provided byyour firm/organization: |
| Startdate (month/year): | Completion date (month/year): |
| Status of Project: Completed/ Ongoing |  |
| How this project experience is similar to the ToR provided with this EoI.  (Write a brief note in not more than 50 words): |  |

Note:Eachworkexperienceshallbeenclosedwithcompletioncertificate.Eachcitation shall be evaluated fornecessarycompliance tomeet the eligibilitycriteria.

**ANNEXURE-6**

**PERFORMANCE BANK GUARANTEE**

To :

The Director

Director of Technical Education, Assam,

Kahilipara, Guwahati-19.

**WHEREAS** .......................................................................................................(name of Education Service Provider) hereinafter called the Education Service Provider has undertaken, in pursuance of the Contract No…………….. Dated,………………….. 2020 to provide ………………………………………..……….. (Description of Service) hereinafter called "the order".

**AND WHEREAS** it has been stipulated by you, in the said order that, the Education Service Provider shall furnish you with a Bank guarantee by a recognized bank for the sum specified therein as security for compliance with the Education Service Provider’s performance obligations in accordance with the order.

**AND WHEREAS** we have agreed to give the Education Service Provider a Guarantee:

**THEREFORE WE** hereby affirm that we are Guarantors and responsible to you, on behalf of the Education Service Provider, up to a total of … … … … … … … … … … … … … … … … … … … … … (Amount of the Guarantee in Words and figures) and we undertake to pay you, upon your first written demand declaring the Education Service Provider to be in default under the order and without cavil or argument, any sum of sums within the limit of ………………………………….(Amount of Guarantee) As aforesaid, without your needing to provide or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ............... day of ............... 20……..

Signature and Seal of guarantors

…………………………………

…………………………………

…………………………………

Date……..…………20…….

Address .................................

…………………………………

…………………………………

All correspondence with reference to the guarantee shall be made at the following address :

The Director

Director of Technical Education, Assam,

Kahilipara, Guwahati

Assam

**CHECK LIST OF SUPPORTING DOCUMENTS**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Document** | **Yes/No** |
|  | Copy of PAN card |  |
|  | Copy of Trade License from appropriate Authority |  |
|  | GST Registration |  |
|  | GST Clearance Certificate |  |
|  | IT Clearance Certificate |  |
|  | PPF Registration from EPFO |  |
|  | Certificate for having performed similar service satisfactorily in the said ministry/ dept. /organization |  |