

RFP No ASU/023/1/2025/IT-Proc/58 dated 09 June, 2026

Requests for Proposal

FOR

Development, Testing & Commissioning Admission Software

FOR

Assam Skill University

at Mangaldai, Darrang District, Assam



Assam Skill University
Mangaldai, Darrang

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1. SHORT TENDER NOTICE

ASSAM SKILL UNIVERSITY
(A Government of Assam University)
MANGALDOI, DISTRICT: DARRANG, ASSAM

Tender No: ASU/023/1/2025/IT-Proc/58

Date: 09.06.2026

Sealed Tenders affixing court fee stamp of Rs.8.25 (Rupees eight and paise twenty five) only are invited from reputed agencies having adequate experience in software development to Government Departments, Educational Institutions, Private Institutions to undertake development, testing & commissioning admission software to Assam Skill University at Mangaldai, Darrang District, Assam. Bidders are required to pay Rs. 500/- (Rupees Five Hundred) only as non-refundable Tender Document Fees in the form of Demand Draft payable in favour of Assam Skill University payable at Mangaldai. The bids shall be submitted in original hard copy along with tender document fee of Rs. 500/- as mentioned above and Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand) only in the form of a Demand Draft/ Irrevocable Bank Guarantee/ Fixed Deposit, in favour of Assam Skill University payable at Mangaldai, in the office of the Registrar, Assam Skill University, Mangaldai, Darrang, Assam, PIN – 784125.

The last date for submission of bids is **19 June 2026 till 12:00 P.M.** and bids will be opened on **the same day at 2:00 P.M.**

Sd/-
Registrar,
Assam Skill University

2. NOTICE INVITING TENDER

ASSAM SKILL UNIVERSITY
(A Government of Assam University)
MANGALDOI, DISTRICT: DARRANG, ASSAM

Tender No. : ASU/023/1/2025/IT-Proc/58

Date: 09.06.2026

Assam Skill University invites sealed tenders affixing court fee stamp of Rs.8.25 (Rupees eight and paise twenty five) from reputed agencies having adequate experience in software development to Government Departments, Educational Institutions, Private Institutions to undertake development, testing & commissioning admission software to Assam Skill University at Mangaldai, Darrang District, Assam.

Submission of bid shall be offline through original hard copy in the office of the Registrar, Assam Skill University, Mangaldai, Darrang, Assam, PIN – 784125 within 19 June 2026 till 12:00 P.M.

The detailed scope of work and qualifying criteria of the bidder are specified below:

2.1 Brief Scope of work:

The detailed scope of work is mentioned in Annexure I.

2.2 Eligibility Criteria:

2.2.1 Legal entity of the bidder:

The bid is open to any one of the following:

- i. Companies that are incorporated in India.
- ii. Partnership firm, including Limited Liability Partnerships.
- iii. Sole Proprietorship firm.

2.2.2 *Financial Eligibility:*

- i. The Bidder must have an average annual turnover of at least Rs.15,00,00,000 (Rupees fifteen crore) only in the last 3 financial years 2024-25, 2023-24 and 2022-23.

2.2.3 *Experience:*

The bidder should have experience of executing Purchase Order (PO) relating to development of software/solutions/services as follows:

- i. The bidders should have been in existence for at least 10 years as on 01.01.2026.
- ii. Experience of more than 10 Universities development of IT Solution/Services.
- iii. Atleast 2 live (running) contracts of similar nature with any University/Govt. Organization/exam conducting body/State board.
- iv. Experience of handling minimum 100000 (One Lakh) online applications in cycle through Online Application System for any University / Board / Service Commission / Govt. / Semi Govt. Institute.
- v. Experience of developing & implementing web-based Examination Software/Solutions in atleast 4 Universities / Board / Service Commission / Govt./ Semi Govt. Institute.

PO and Proof of Completion of work for all projects need to be submitted as proof of all experience.

2.2.4 Certifications and Quality Control:

The bidder must possess the following certifications:

- i. ISO 9001:2008/2015 and ISO 27001:2013
- ii. min. CMMI Level – 3 certified.

2.2.5 General criteria

The bidder should not have been blacklisted by the Central or State government or any other agency of the aforesaid, on ground of involvement of the bidder in corrupt or fraudulent practices, non-fulfilment of the terms of the engagement or any other matter, since 1st of April, 2022. The bidder shall have to submit an affidavit in non-judicial Stamp Paper of value Rs.10/- duly notarised in this regard.

2.3 Earnest money:

The bid document must be accompanied by Earnest Money Deposit of **Rs 10,000/- (Rupees Ten Thousand)** only in the form of a demand draft/ irrevocable bank guarantee/ fixed deposit, in favour of “Assam Skill University” payable at Mangaldai.

2.4 Tender Document Fees:

The bid document must be accompanied by Tender Document Fee of **Rs 500/- (Rupees Five Hundred)** only in the form of a demand draft in favour of “Assam Skill University” payable at Mangaldai.

2.5 Bid Evaluation:

The bidder will have to meet the eligibility requirements as stipulated in the RFP document to qualify for the commercial bid opening. The bidder quoting the lowest quote amongst the eligible bidders shall be awarded the contract.

2.6 Key Events:

S. No.	Event	Details
1	Issue of bid document	9 June to 19 June 2026
2	Last Date for Submission of bid	19 June 2026 till 12 PM
3	Opening of Technical Bid	19 June 2026 at 2 PM
4	Opening of commercial bid	Will be intimated later
5	Point of Contact	Mr. Rupankar Sharma, Programme cum System Analyst

Note: The Bidder shall bear all costs associated with the preparation and submission of its bid, and ASU will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

Place: Mangaldai

Sd/-
Registrar
Assam Skill University

3. OVERVIEW OF PROJECT

3.1. About ASU:

Assam Skill University (ASU) was established in 2021 with the vision of providing quality and market-relevant skill training leading to meaningful employment of the unemployed youth of the state to stimulate economy of the state. ASU has started imparting classes since August 2025 at its Interim Campus at ITI Guwahati, and has commenced operating from its main campus located at Mangaldai, Darrang District, Assam since 1 January 2026.

4. SCOPE OF WORK

4.1 Scope of Activities:

The Vendor shall undertake the development, testing & commissioning admission software at ASU.

The scope of activities is as per Annexure I.

The Bidders should visit the site prior to submission of their bids.

All bidders should bid for the all the items mentioned in the scope of work. A bid submitted for a part of the scope of work shall be rejected.

5. INVITATION OF PROPOSAL

5.1 Bid Submission:

- 5.1.1 Procedure for Bid Submission:** The bidders are requested to submit the following:
- a) Technical bid in original hard copy in a separate sealed envelope superscribed as **“Technical Bid for Development, Testing & Commissioning Admission Software for Assam Skill University, DO NOT OPEN BEFORE T June 2026, 12:00 P.M.”** The Technical Bid should also comprise of Letter of Authorisation/ Power of Attorney in original along with Board Resolution in case of a Company.
 - b) The Technical Bid shall include all information, documents and forms. Non-submission of the required documents may result in rejection of the bids.
 - c) Separate sealed envelope containing the Original Demand draft/ Irrevocable Bank Guarantee/ Fixed Deposit in respect of EMD, and duly superscribed as **“Earnest Money Deposit for Development, Testing & Commissioning Admission Software for Assam Skill University”**. The same envelope shall also contain the Original Demand draft in respect of Tender Document Fees, and duly superscribed as **“Tender Document Fees for Development, Testing & Commissioning Admission Software for Assam Skill University”**.
 - d) Financial Proposal in a separate sealed envelope superscribed **“Financial Bid for Development, Testing & Commissioning Admission Software for Assam Skill University”**.

- e) The Technical Bid, EMD and Financial Bid shall be put inside an outer envelope duly sealed and superscribed **“Technical and Financial Bid for Development, Testing & Commissioning Admission Software for Assam Skill University, DO NOT OPEN BEFORE T JUNE 2026, 12:00 P.M.”**
- f) The outer and inner envelopes shall contain the name, address, contact number and email id of the participating bidder.
- g) **Prices should not be indicated in the Technical Proposal but should only be indicated in the Financial Proposal, failing which the bid submitted shall be summarily rejected.**
- h) Please Note that all the formats given has to be duly filled up, signed and submitted with the bid failing which the bid submitted shall be summarily rejected.
- i) The bids shall be submitted at the office of the Registrar, Assam Skill University, Mangaldai, Darrang, Assam, PIN – 784125 within the date and time as mentioned in the RFP document. Late bids will not be accepted and shall be returned unopened marked as **“Late Bid”**. The authorities of ASU shall not be responsible for any postal delay.

5.1.2 Other Conditions of bid submission:

- a) ASU will not hold any risk and responsibility regulating non-visibility/ lack of clarity of the submitted documents. If documents are not visible, the same may not be evaluated at the risk of the bidder.
- b) The Documents that are submitted as part of the proposal will only be considered for Bid Evaluation.
- c) 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. ASU will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.
- d) The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and ASU, 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.
- e) It shall be deemed that the bidders have done careful study and examination of the Tender document and has fully understood the implications.
- f) 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.
- g) All materials submitted by the bidder shall become the property of ASU and may be returned at its sole discretion.
- h) Failure to furnish any of the uploaded documents, certificates, will entail rejection of the bid. ASU shall not hold any risk on account of postal delay. Similarly, 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.
- i) The hard copies 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.
- j) The bid shall contain no interlineations, erasures or overwriting except as necessary

to correct errors made by the Bidder, in which case such corrections shall be signed by the person or persons signing the bid.

- k) 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
- l) All outstation bids should be sent through registered post/ speed post/ courier.
- m) The proposals must be properly signed in ink as detailed below:
 - i. By the proprietor in case of a proprietary firm
 - ii. By the partner holding the Power of Attorney in case of a firm in partnership (A certified copy of the Power of Attorney shall accompany the Proposal).
 - iii. By a duly authorized person holding the Power of Attorney in case of a Limited Company or a corporation (A certified copy of the Board Resolution shall accompany the Power of Attorney).

5.2 Supporting Documents for eligibility criteria:

The documentary evidence for the fulfilment of minimum eligibility criteria shall be as mentioned in the Annexure 7. All evidence must be submitted by the bidder along with the Technical bid, otherwise the bid is liable to be rejected.

5.3 Amendment or Supplementation of Tender Document

At any time before the deadline for submission of bids, ASU may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document by issuing an addendum or corrigendum. All the amendments/ Corrigendum made in the document would be published in the ASU website. All such amendments shall be binding on bidders. The bidders are also advised to visit the aforementioned website on regular basis for checking necessary updates. ASU reserves the rights to amend the dates mentioned in Notice Inviting Tender.

5.4 Termination of bidding process:

ASU 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 ASU's action. ASU makes no commitments; either expresses or implied that this process will result in a business transaction with any bidder.

5.5 Technical & Financial Bid Documents:

The documents of the bid will be as follows:

- a) Technical bid: The following shall be submitted as Technical bid:
 - i. Format 1-7
 - i. Earnest Money Deposit (EMD)
 - ii. All documents as mentioned in Annexure 7
- b) Price Bid: The Price bid shall consist of Format 8.

5.6 Price Bid:

- a) The Bidder shall quote price in the prescribed format, the unit rates and total Bid Price of the material / services it proposes to provide as per the Tender document. Prices should be shown separately for each item as detailed in Tender Documents. All items

shall be inclusive of GST.

- a) The unit rate, quantity, GST wherever applicable and amount should be shown separately
- b) GST will be at the applicable rates against each item mentioned in the Bill of Quantity or against the total value of the Work in the Price Bid at Annexure 9, as may be applicable to the bidder.
- c) In any case the total value of the bid will be Grand Total at Annexure 9, and it will be assumed that all applicable taxes are included in the same.
- d) Prices quoted in the bid must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. However, ASU reserves the right to negotiate the prices quoted in the bid to effect downward modification.
- e) Price shall be quoted for all the items mentioned in price bid.
- f) The Price Bid should be submitted separately in a sealed envelope, clearly superscribed as “**Financial Bid**”. In case the Financial Bid/ Rates are mentioned elsewhere other than the Financial Bid, the bid shall be summarily rejected.
- g) The Price bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out.
- h) If there is a change in the applicable taxes, ASU reserves the right to negotiate with the Bidder.
- i) Prices in any form or by any reason before opening the Price Bid should not be revealed, failing which the offer shall be liable to be rejected.
- j) Prices shall be quoted in Indian National Rupees (INR).
- k) All payments will be subjected to tax deduction at source as applicable/required at the prevailing tax rates.
- l) It is the responsibility of the Bidder that all local/ national and international conditions and laws be factored properly while submitting the bid proposals and that no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by ASU and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by ASU on account of failure of the Bidder to appraise themselves of such laws and/or site conditions.
- m) The Unit Rate as mentioned in the following formats shall be used for the purpose of ‘Change Order’ for respective items, if any. However, based on the market trends, ASU retains the right to negotiate this rate for future requirements.

5.7 Bid Security/ Earnest Money Deposit:

- a) Amount of Bid Security (EMD): The Bidder shall furnish, as part of its bid, a bid security as mentioned in NIT.
- b) Currency of Bid Security: The bid security shall be furnished in Indian National Rupees (INR).
- c) The EMD Draft should be valid for a period of at least 80 days from the date of submission of bids.
- d) Requirement of Bid Security: The bid security is required to protect ASU against the risk of Bidder’s conduct, which would warrant the security’s forfeiture, pursuant to Section “Forfeiture of Bid Security”
- e) Rejection of Bid: Any bid not secured in accordance with above mentioned clause, shall be rejected by ASU as being non-responsive, without any further correspondence
- f) Discharge of Security Bid of Unsuccessful Bidder: Unsuccessful bidders’ bid security will be discharged / returned within 90 days of Selection of Suitable Bidder by ASU.
- g) Discharge of Security Bid of Successful Bidder: In case of the successful bidder(s) and

supplier/(s) thereof, the Earnest Money Deposit will become refundable to the successful bidder on submission of Performance Bank Guarantee.

- h) Forfeiture of Bid Security: The Bid Security can be forfeited in the following cases:
- i. if a Bidder withdraws its bid after opening of bids and during the period of bid validity
 - ii. if a Bidder indulges in any such deliberate act that would jeopardize or unnecessarily delay the process of bid evaluation and finalization,
 - iii. if any information supplied by the bidder is found wrong / manipulated / hidden in the bid,
 - iv. If the bidder fails to accept the Letter of Intent
 - v. If the bidder fails to accept the PO duly awarded, after accepting the Letter of Intent issued by ASU
 - vi. If after accepting the PO, the bidder fails to adequately perform any of the obligations under the PO or does not sign the Agreement,
 - vii. If the bidder supplies material that is at variance with the material quoted
- The decision of ASU regarding forfeiture of the Bid Security shall be final & shall not be called upon question under any circumstances.
- i) No interest will be paid on the EMD.

5.8. Bid Validity Period:

Bids shall remain valid for 180 days after the date of opening of Technical Bids prescribed by ASU. A bid valid for a shorter period may be rejected as non-responsive.

Extension of Period of Validity: In exceptional circumstances, ASU may request the Bidder(s) for an extension of the period of validity. The request and the responses thereto shall be made in writing (or by email). The bidder shall be at liberty to refuse the request. In such a circumstance, it will be construed that the bidder has withdrawn his bid and will not be entitled to claim or receive any penalty/damages/ interest/charges. However, he will be entitled to return of his bid documents submitted and refund of the EMD.

5.9. Modification/ Withdrawal of bids by bidder:

Modification and withdrawal of bids can be done before last date and time of submission of bids.

5.10. Bid Evaluation Criteria:

All evaluation process will be carried out by a Tender Evaluation Committee to be formed by ASU for this purpose. The decision of the Tender committee shall be final and no correspondence will be entertained outside the process of negotiation by the Committee. Evaluation of the bid documents will be a 2-stage process as shown below

a. Evaluation of Technical Bid

At this stage, the technical bid will be opened and examined for the following:

- i. Genuineness of the documents submitted towards the pre-qualification requirements
- ii. Submission of EMD
- iii. Whether the documents have been properly signed
- iv. Compliance with the Pre-qualification criteria

Bidders meeting the pre-qualification criteria shall be eligible for opening of Financial Bids.

a. Price bid evaluation:

The price bid for all the bidders who are technically qualified shall be opened.

The Financial Bid shall be evaluated on the Total Fees quoted by the bidder as per Format 9.

ASU may disqualify any financial bid, if it is found that there is considerable difference in the pricing offered. Very high or very low financial bids may be considered non responsive. Such non responsive bids would not be considered further for evaluation. Rest of the bids would be called responsive and would alone be considered for further evaluation.

b. Award of Contract:

The Bidder quoting the lowest amount amongst the technically qualified bidders, shall be awarded the contract.

5.11. Rectification of errors:

Arithmetical errors in the Financial Bid will be rectified on the following basis.

- a) Items described in the Technical Proposal but not priced in the Financial Bid, shall be assumed to be included in the prices of other activities or items, and no corrections shall be made to the proposal.
- b) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and will be considered for future calculations.
- c) If there is a discrepancy between words and figures, the amount in words shall prevail.
- d) If there is any discrepancy in the sum total, the corrected sum total will be considered
- e) Any other arithmetical error will stand corrected for evaluation
- f) If the bidder does not accept the correction of errors, its bid will be rejected and its bid security may be forfeited.

5.12. Right to vary scope of work by ASU at the time of award:

ASU may at any time, by a written order given to the Bidder, make changes to the scope of the work as specified. If any such change causes an increase or decrease in the cost of or the time required for the Bidder's performance of any part of the work under the Contract, whether changed or not changed by the order, an equitable adjustment shall be made in the Contract Value or time schedule, or both, and the Contract shall accordingly be amended. Any claims by the Bidder for adjustment under this Clause must be asserted within fifteen (15) days from the date of the Bidder's receipt of ASU's changed order.

5.13. Bid Rejection Criteria

The bids may be rejected in the following cases:

- a) Any effort by a Bidder to influence ASU in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.
- b) Bids submitted without or improper EMD.
- c) Bids which do not confirm unconditional validity of the bid as prescribed in the Tender
- d) If the information provided by the Bidder is found to be incorrect /misleading at any stage / time during the Tendering Process
- e) Bids received by ASU after the last date prescribed for receipt of bids
- f) Bids without signature of person (s) duly authorized on required pages of the bid or Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be rejected.
- g) If the Technical Bid contains commercial details or reveals prices in any form or by

- any reason before opening the Commercial Bid
- h) Bids which fails to furnish all information required by the TENDER Document or a bid which is not substantially responsive to the Tender Document in every respect or the Bidders not quoting for the complete scope of Work as indicated in the Tender documents, addendum (if any) and any subsequent information given to the Bidder, or Bidders not complying with the Technical Specifications and General Terms & conditions as stated in the TENDER Documents or the Bidder not confirming unconditional acceptance of full responsibility of providing services in accordance with the Scope of work and Service Level or if the bid does not confirm to the timelines indicated in the bid, the bids shall be rejected.
 - i) Any incomplete Price Bid for only part of bill of Quantity, or price Bids that do not conform to the Tender's price bid format, or bids where the total price quoted by the Bidder does not include all statutory taxes and levies applicable or the bids having any hidden costs or conditional costs, shall be rejected.

5.14. Post Selection process:

- a) Notification to Bidder: ASU shall notify the successful Bidder within 2 days of the opening of Commercial bid, by registered letter or by fax or by hand or by email, about the award of contract. The Bidder shall acknowledge in writing receipt of the notification of award and shall send his acceptance to enter into agreement immediately.
- b) Letter of Intent and Signing of Contract: The letter of Intent will be issued within 5 days of the notification to the bidder. A PO will be issued within 7 days of the issue of LOI.
- c) Before signing of the agreement, a Performance Bank Guarantee in the format as enclosed with this document, will have to be furnished by the bidder.

5.15. Performance Bank Guarantee:

- a) A Performance Bank Guarantee of an amount of 5% of the value of the Purchase Order with a validity of 1 year and 2 months, has to be submitted in the Annexure II, by the successful bidder within 7 days of receipt of LOI or any other document awarding the contract, and before signing of the agreement, whichever is earlier.
- b) The Performance Bank Guarantee should be in the prescribed format from a scheduled bank, acceptable to ASU.
- c) All payments will be released to the vendor subject to submission of performance bank guarantee
- d) All charges with respect to the PBG such as commission, premium etc. shall be borne by the vendor.
- e) The Performance Bank Guarantee shall be returned to the vendor after 1 year from the date of execution of the Purchase Order.
- f) No interest will be paid on the PBG
- g) Performance Guarantee shall be forfeited in the following cases:
 - i. If any terms and conditions of the Contract are infringed.
 - ii. If the vendor fails to complete supply/ service satisfactorily.
 - iii. If the vendor fails to deliver the deliverables as per the terms laid down in this document.
 - iv. Supplies material that is at variance with the products/services quoted and submitted for testing.
 - v. Any other case as per the Contract.

Notice will be given to the vendor with reasonable time before performance security deposit is forfeited.

6. GENERAL CONDITIONS OF CONTRACT

6.1. Definition:

- a) ASU means Assam Skill University.
- b) Bidder means an entity purchasing this document and desires to participate in the bid for the project titled RFP for Development, Testing & Commissioning Admission Software for Assam Skill University.
- c) Government means the Government of India or any other State Governments.
- d) Vendor means the bidder selected as the successful bidder and awarded the Purchase Order.

6.2. Governing Law:

The Contract or Purchase Order shall be governed by and interpreted in accordance with the laws of India.

6.3. Obligation of the vendor:

- a) The vendor shall carry out the services/ supply in conformity with generally accepted professional and technically accepted norms relevant to such assignments that are required for the project and which are to the entire satisfaction of ASU.
- b) In the event of any deficiency in services in respect of installation or warranty, the vendor shall promptly take necessary action to resolve it, at no additional fees, if deficiencies are for reasons solely and entirely attributable to the supplier
- c) During the tenure of the Contract, nothing shall be done by the vendor in contravention of any law, act and/ or rules/regulations, there under or any amendment thereof
- d) The vendor shall at its own expense adopt suitable Risk Management methodology to mitigate all risks assumed by the vendor under this Contract. ASU will have no liability on this account.
- e) The Vendor shall comply with all laws in force including national, State, municipal, or other laws that affect the execution of the order.

6.4. Taxes and Duties:

The Vendor shall be liable to pay such direct and indirect taxes, duties, fees and other impositions levied under the applicable laws of India.

6.5. Invoice & Payment:

- a) The vendor will raise invoice at the rates submitted in the Price bid, subject to negotiations.
- b) If there is any downward revision in the rates of taxes applicable at the time of billing, the Vendor shall bill at the reduced rates. If there is any upward revision of tax at the time of billing, proof of such upward revision will first have to be submitted, before billing. ASU may take decision based on the facts of the case.
- c) All payments will be subjected to tax deduction at source as applicable/required at the prevailing tax rates.

6.6. Change in scope of work:

- a) ASU may at any time give written order to the vendor for making variation, amendment and modification in the Purchase Order in respect of quantity, scope, extent,

information, terms and conditions of the order

- b) Any change order up to 25% of the value of the contract will be compensated in terms of unit cost quoted in the Commercial Bid.

6.7. Force Majeure

Force Majeure shall not include any events caused due to acts/omissions of such Party or result from a breach/contravention of any of the terms of the contract, Bid and/or the Tender. It shall also not include any default on the part of a Party due to its negligence or failure to implement the stipulated/proposed precautions, as were required to be taken under the contract.

The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within five days of the occurrence of such event. ASU will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of the vendor in performing any obligation as is necessary and proper to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above-mentioned events or the failure to provide adequate disaster management/recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.

In case of a Force Majeure all Parties will endeavour to agree on an alternate mode of performance in order to ensure the continuity of service and implementation of the obligations of a party under the contract and to minimize any adverse consequences of Force Majeure.

Force majeure clause shall mean and be limited to the following in the execution of the Conditions of empanelment placed by State:

- i. War / hostilities
- i. Riot or Civil commotion
- ii. Earth quake, flood, tempest, lightning or other natural physical disaster
- iii. Restriction imposed by the Government or other statutory bodies, which is beyond the control of the selected implementing agency, which prevent or delay the executive of the order by the selected implementing agency

The selected vendor shall advise ASU in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the force majeure conditions. Unless otherwise directed by ASU in writing the vendor shall continue to perform its obligations under the Contract as far as is reasonably practical. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, ASU reserves the right to terminate the contract without any obligation to compensate the vendor in any manner for what so ever reason, subject to the provision of clause mentioned, by giving a written notice of minimum 30 days. However, the vendor shall be entitled to receive payments for all services rendered by it under this Assignment.

6.8. Right of Monitoring, Inspection and Periodic Audit:

- a) ASU reserves the right to inspect and monitor/ assess the progress/ performance of the work developed at any time during the course of the Contract, after providing due notice to the vendor.
- b) ASU may demand and upon such demand being made, the vendor shall provide any document, data, material or any other information which it may require to enable it to assess the progress of the project.

- c) The inspection/ audit/ monitoring can be conducted by either ASU itself or through another Third Party as it may deem fit.

6.9. Termination of contract:

ASU may terminate the contract under the following circumstances:

- a) Where it comes to ASU's attention that the vendor or his team is in a position of actual conflict of interest with the interests of ASU in relation to any of terms of the Bid, the Tender or this Contract or there is any incident of fraud or mis-representation.
- b) Termination for Default: ASU may at any time terminate the Contract by giving 15 days written notice to the vendor without compensation in the Event of Default on the part of the Vendor which may include failure on the part of the vendor in respect of any of its commitments with regard to any part of its obligations under its Bid, the Tender or under this Contract.
- c) Termination for Convenience: ASU may by prior written notice send to the vendor at least 15 days in advance terminate the Contract in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for ASU's convenience, the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective.

The vendor may terminate the contract under the following circumstances:

- a) Where the payment of the vendor is overdue for more than 3 months. Overdue shall start from the last date on which he is entitled to receive such payments
- b) In the event of non-provision of dependencies by ASU beyond 1 month from the date the request for such dependencies were raised by the vendor

6.10. Consequences of termination of contract:

If the contract is terminated by ASU, it can exercise one or more of the following at its discretion:

- a) Retain such amounts from the payment due and payable by ASU to the vendor as may be required to offset any losses caused to ASU
- b) Invoke the Performance Bank Guarantee, forfeit the Earnest Money Deposit and recover such other costs/losses and other amounts from the vendor, which may have resulted from such default and pursue such other rights and/or remedies that may be available to ASU under law.
- c) Blacklist the vendor and cancel the empanelment. However, vendor shall not be blacklisted, unless and until such termination is on account of gross negligence or intentional breach of the terms of the Agreement by the vendor.
- d) Claim compensation from the vendor for any such loss, damages or other costs, incurred by ASU.

6.11. Settlement of Disputes:

- a) Arbitration: In the case of a dispute or difference arising between the parties relating to any matter arising out of or connected with this Contract, such dispute or difference shall be referred to the award of two Arbitrators, one Arbitrator to be nominated by each party to the contract or in case of the said Arbitrators not agreeing, then to the award of an Umpire to be appointed by the Arbitrators in writing before proceeding with the reference, and in case the Arbitrators cannot agree to the Umpire, he may be nominated by the Secretary, Indian Council of Arbitration, New Delhi.
- b) The award of the Arbitrators, and in the event of their not agreeing, of the Umpire appointed by them or by the Secretary, Indian Council of Arbitration, New Delhi, shall be

final and binding on the parties. The Arbitration and Conciliation Act 1996, the rules thereunder and any statutory modification or re-enactments thereof, shall apply to the arbitration proceedings. The venue of arbitration shall be Mangaldai, Darrang District, Assam, India. The language of arbitration shall be in English. Each party shall bear its own cost of Arbitration.

- c) Notwithstanding any reference to the arbitration in this clause
- i. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree;
 - ii. ASU shall pay the vendor any amount due to the vendor.

6.12. Confidentiality:

Neither the vendor nor ASU will disclose to any third party without the prior written consent of the other party any confidential information which is received from the other party for the purposes of providing or receiving Goods/ Services. Each party will take measures to protect the confidential information of the other party that, in the aggregate are no less protective than those measures it uses to protect the confidentiality of its own comparable confidential information, and in any event, not less than a reasonable degree of protection. Both parties agree that any confidential information received from the other party shall only be used for the purposes of providing or receiving Services under these Conditions of Empanelment or any other Conditions of Empanelment between the parties.

These restrictions will not apply to any information which:

- a) Is or becomes generally available to the public other than as a result of a breach of an obligation under this Clause; or
- b) Is acquired from a third party who owes no obligation of confidentiality in respect of the information; or
- c) Is or has been independently developed or was known to it prior to receipt.
- d) Notwithstanding Clause mentioned above, either party will be entitled to disclose confidential information of the other (1) to its respective insurers or legal advisors on a need-to-know basis and shall ensure that such insurers and legal advisors maintain confidentiality of such information, or (2) to a third party to the extent that this is required by any or where there is a legal right, duty or requirement to disclose where reasonably practicable not less than 2 business days' notice in writing is first given to the other party.
- e) Without prejudice to the foregoing provision of this clause above selected vendor may cite the performance of the services to clients and prospective clients as an indication of its experience.

6.13. Indemnity:

Either Party shall indemnify and hold harmless the other and its employees and officers from and against any and all losses, liabilities and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability) that the aggrieved party or its employees or officers may suffer as a result of the death or injury of any person or loss of or damage to any property arising in connection with the supply, installation, testing, and Commissioning of the System and by reason of the negligence of the other party or its employees, officers or agents, except any injury, death, or property damage caused by the negligence of the aggrieved party, its vendors, employees, officers, or agents.

6.14. Limitation of Liability:

Notwithstanding anything to the contrary, under no circumstances will either Party be liable for indirect or consequential losses or damages of any kind, regardless of whether any such losses or damages are characterized as arising from breach of contract, warranty, or otherwise, even if such damages are foreseeable or either or both parties have been advised of the possibility of such damages. The liability of the vendor shall not exceed the contract value in the agreement during the contract period.

6.15. Subcontracting:

The Vendor shall not appoint a sub-vendor/affiliate to perform its obligations under this Contract without obtaining prior written approval of ASU. ASU's approval of a sub-vendor/affiliate shall not constitute a waiver of any rights it may have based on the vendor's representations and warranties. The vendor will be fully responsible for all acts and omissions of its sub-vendors and affiliates. Nothing in this Contract shall be construed to create any contractual relationship between ASU and any sub-vendor or affiliate, nor any obligation on the part of ASU to pay or to ensure the payment of any money due to any sub-vendor or affiliate. However, the Vendors are allowed to leverage their Service provider network for effective supply & services.

6.16. Jurisdiction:

All legal proceedings, if necessary arising to be instituted by any of the parties shall have to be lodged in courts situated in Mangaldai and not elsewhere.

7. SPECIAL CONDITIONS OF CONTRACT

7.1. Payment terms

The Payment terms will be as follows:

S. No.	Milestone	Payment Terms	Documents to be submitted
1	Preparation and submission of the Requirement Specifications	10% of the contract value	FRS, SRS & Design Documents
2	Design, Development, Customization & Hosting on Cloud Infrastructure	40% of the contract value	Test Reports, Deployment Report
3	UAT & Go Live	10% of the contract value	UAT Sign-off by University
4	Go Live	30% of the contract value	Go-Live Certificate by University
5	Completion of the admission process	10% of the contract value	Completion Certificate by University

All the documents mentioned above shall be signed off by Programme cum System Analyst.

7.2. Timelines:

The timeline for various activities will be as follows:

S. No.	Activity	Time in days
1.	Issue of Purchase Order	T
2.	Development & Testing	T+2 days
3.	UAT	T+3 days
4.	Go-Live	T+5 days

7.3. Liquidated Damages:

If the vendor fails to perform his obligations under the Purchase Order, liquidated damages would be levied upon him as stated below: -

- a) Delay in milestones no. (2) of section 7.2. above, as per the Timeline submitted and finalised between ASU and the vendor: 0.5% of the value of the item for every day of delay.
- b) Delay in milestones no. (3) of section 7.2. above, as per the Timeline submitted and finalised between ASU and the vendor: 0.5% of the value of the item for every day of delay.
- c) Delay in milestones no. (4) of section 7.2. above, as per the Timeline submitted and finalised between ASU and the vendor: 0.5% of the value of the item for every day of delay.
- d) The admit cards, attendance sheets, result and seat allocation, online preference submission shall be done without any issues. Issues reported shall be addressed and fixed as below. Delays shall be penalised at 0.5% of the value of the item for every day of delay:
 - 1.High severity/critical Issues – 4 hours.

2. Medium severity issues – 8 hours.

3. Low severity issues – 24 hours

e) Any data security breach, unauthorized access, data leakage, loss of confidential information, or violation of applicable data protection requirements shall be treated as a Critical Incident. For such incident, 0.5% of the value of the item for each incident.

f) ASU expects very high availability so that applicants do not face any issues. For uptime less than 99%, non-performance penalty charges shall be applied as per the table below:

Actual Uptime %	Penalty %
99 – 100	0%
98.5 – 98.99	1%
98 – 98.49	2%
97 – 97.99	3%
96 – 96.99	4%
95 – 95.99	5%
94 – 94.99	5.5%
93 – 93.99	6.5%
92 – 92.99	7.0%
91 – 91.99	7.5%
90 – 90.99	8.5%
<90	9%

Uptime Calculation:

- i. Total uptime hours = No. of days in month x 24.
- ii. Actual uptime hours = Total uptime hours – downtime in hours in a month
- iii. Actual uptime % = (Actual uptime hours / total uptime) X 100.
- iv. Downtime will be calculated from the time the issue is reported to the service provider.
- v. The actual uptime will be calculated monthly basis.

In the event that the delays/defaults/disruptions in no. of days from the timeline as

mentioned herein above, continue so as to exceed 15 days in case of 7.2(4), the vendor in addition to levy of liquidated damages for the entire period(s) of such delays/defaults/disruptions, shall be liable for invocation of his PBG. However, the liquidated damages shall be limited to 10% of the total contract value.

Annexure I: Scope of Work

Candidate Identification & Examination Setup	
1	Roll Number Generation Generation and assignment of unique roll numbers to applicants.
2	Examination Centre Allocation System-based allocation of examination centres to candidates based on predefined rules, availability, and candidate preferences where applicable.
Candidate Examination Access	
1	Admit Card Download Facility Provision of an online module for candidates to download their admit cards containing examination details and allocated centre information.
2	Attendance Sheet Generation Generation of attendance sheets for examination canter, including candidate details and roll numbers with Photo and Signature.
Examination Monitoring & Data Processing	
1	Centre-wise Reporting Generation of detailed reports for each examination centre to assist in examination management and monitoring.
2	Result and Merit Data Mapping Integration and mapping of result and merit data received from the University with the system's master database to ensure accuracy and consistency.
Admission Process Management	
1	Online Preference Form Submission Development of a module enabling short listed candidates to submit their course /college preferences online.
2	Selection and Allotment Process Implementation of an automated selection and seat allotment mechanism based on merit, candidate preferences, and applicable admission rules.

The selected bidder shall be responsible for the design, development, deployment, testing, commissioning, training, operation, and maintenance of a secure, scalable, and fully integrated Online Examination and Admission Management System. The scope shall include, but not be limited to, the following components:

1. Candidate Identification & Examination Setup:
 - Roll Number Generation:
 - The system shall automatically generate unique, non-repetitive roll numbers for all eligible candidates.
 - Roll numbers shall be configurable based on parameters such as course/programme, year/session, examination centre code.
 - Provision for manual override (with audit trail) shall be available for exceptional cases.
 - The system shall ensure data validation and duplication checks prior to assignment.

2. Examination Centre Allocation:
 - The system shall provide automated, rule-based allocation of examination centres.
 - Allocation logic shall consider:
 - Candidate preferences (if applicable)
 - Centre capacity and availability
 - Distance / geographic proximity
 - Reservation / special category requirements (if applicable)
 - The system shall prevent overbooking of centres and ensure optimal utilization.
 - Admin shall have the ability to:
 - Modify allocations manually (with audit logs).
 - Block or activate centres dynamically.
 - Generation of centre allocation summary reports shall be available.
3. Admit Card Download Facility:
 - Secure login-based access for candidates.
 - Admit card shall include:
 - Candidate Name, Photo, Signature
 - Roll Number.
 - Exam Date & Time.
 - Examination Centre Details (address, code, map link if required).
 - Important instructions.
 - Provision for:
 - Bulk admit card generation (PDF format).
 - SMS / Email notification upon release.
 - System shall support high concurrent downloads without performance degradation.
4. Attendance Sheet Generation:
 - Generation of centre-wise and session-wise attendance sheets.
 - Each sheet shall include:
 - Candidate details.
 - Roll number.
 - Photograph & signature.
 - Barcode / QR code.
 - Facility to:
 - Download / print in standardized formats.
 - Generate absentee reports post-examination.
 - Integration support for digital attendance capture (if required).
5. Centre-wise Reporting:
 - Real-time and post-exam reporting dashboards.
 - Reports shall include:
 - Candidate allocation vs attendance.
 - Absentees and present count.
 - Centre utilization statistics.
 - Role-based access for:
 - Admin
 - Centre Supervisors
 - Export options in Excel / PDF formats.
6. Result and Merit Data Mapping:
 - Secure upload/import of result data provided by the University.
 - System shall:

- Validate and map data with candidate master records.
 - Detect discrepancies and generate exception reports.
 - Support for:
 - Merit list generation (rank-wise, category-wise).
 - Tie-breaking rules configuration.
 - Ensure data accuracy, consistency, and audit trails for all operations.
7. Admission Process Management:
- Shortlisted candidates shall be able to submit course and/or college preferences through a secure portal.
 - Features shall include:
 - Editable preference list within deadline.
 - Locking of final submission.
 - Acknowledgement receipt generation.
 - System shall handle large concurrent user traffic during peak periods.
8. Selection and Seat Allotment Process:
- Automated seat allotment based on:
 - Merit rank.
 - Candidate preferences.
 - Reservation policies.
 - Seat availability.
 - System shall support:
 - Multiple rounds of allotment (Round 1, Round 2, Spot Round, etc.).
 - Upgradation rules.
 - Outputs:
 - Allotment letters (downloadable).
 - Cut-off reports (course-wise, category-wise).
 - Complete transparency and auditability shall be ensured.
9. System Requirements & Technical Specifications:
- Web-based, mobile-responsive application.
 - Scalable architecture to support lakhs of users.
 - Compliance with data security standards:
 - SSL encryption
 - Role-based access control
 - Secure authentication (OTP / CAPTCHA)
 - Regular data backup and disaster recovery mechanism.
 - System uptime of minimum 99.5% during critical phases.
10. User Management & Security
- Role-based user access:
 - Super Admin.
 - University Admin.
 - Centre Admin.
 - Candidate.
 - Full audit trail logging for all critical activities.
 - Protection against:
 - Unauthorized access.
 - Data breaches.
 - Duplicate entries.
11. Training, Support & Maintenance

- Bidder shall provide:
 - User training sessions (online/offline)
 - Detailed user manuals and SOPs
 - Dedicated helpdesk support:
 - Email / Call support during exam & admission cycles
 - Post-deployment:
 - Maintenance and bug fixing
 - System upgrades (if required)
12. Deliverables:
- Fully functional system as per scope
 - Source code
 - Documentation:
 - Technical documentation
 - User manuals
 - Admin guides
 - Reports and dashboards as specified
13. Timelines & SLA:
- Clear implementation timeline with milestones:
 - Development
 - Testing
 - UAT (User Acceptance Testing)
 - Go-Live
 - Defined Service Level Agreements (SLA) for:
 - Issue resolution
 - System uptime
 - Support response time
14. Compliance & Audit:
- System shall comply with University / Government regulations.
 - Provision for:
 - Third-party audit
 - Data verification and validation reports.
15. ASU has an admission registration portal where applicants can register for admissions. The data from the register portal will be shared, that will be required to be imported. The applicant photo and documents will also be required to be imported. After import, allocation of applicant centre-wise, admit card generation, attendance sheet generation will be required.

Annexure II: Performance Bank Guarantee Format

To,

The Registrar

Assam Skill University

Mangaldai, Darrang, Assam, PIN – 784125.

Email: registrar@asu.ac.in

WHEREASName and address of Vendor has undertaken, in pursuance of your Letter No..... dated.....to provide the services to the Assam Skill University (ASU), on terms and conditions set forth in the said letter.

AND WHEREAS it has been stipulated by you in the said letter that the Vendor shall furnish you with a Bank Guarantee by a Nationalized / Scheduled Bank for the sum specified therein as security for compliance with his obligations in accordance with the terms and conditions set forth in the said letter;

AND WHEREAS we have agreed to give the Vendor such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you on behalf of the Vendor up to a total of _____ [.....in words], such sum being payable in the type and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of as aforesaid without your needing to prove or to show ground so reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Vendor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract of the services to be performed there under or of any of the Contract documents which may be made between you and the Vendor shall in any way release us from any liability under this guarantee, and whereby by waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Vendor or of the Bank.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs..... and the guarantee shall remain valid till unless a claim

or a demand or a request for extension in writing is made upon us on or before..... all our liability under this guarantee shall cease.

This guarantee shall be valid for 12 months from the date of a foresaid letter and may be extendable, if required.

Signature & Seal of the Guarantor

Witness:

1.Format of the Covering Letter (TECHNICAL BID)

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

To
The Registrar
Assam Skill University
Mangaldai, Darrang District,
Assam, PIN – 784125

Sub: RFP for development, testing & commissioning admission software for Assam Skill University.

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 ASU. We agree and undertake to abide by all these terms and conditions along with subsequent communication from ASU. Our Proposal is consistent with all the requirements of submission as stated in the RFP or any subsequent communications from ASU.
- 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 ASU 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 ASU 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 fulfil 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 as required in the RFP. 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) We undertake that the Price bid has been submitted without any conditions and as per the

conditions of the tender document and we are aware that the Price bid is liable to be rejected if it contains any other conditions

- j) The prices and other terms and conditions of this Tender are valid for a period of 180 calendar days from the last date of submission of bids.
- k) The price quoted by us is inclusive of all taxes, rates, delivery charges etc, and no amount will be payable in addition to the amount quoted by us. However, ASU reserves the right to negotiate the prices downwards.
- l) We understand that our bid is binding on us and that you are not bound to accept a bid you receive.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

2. Applicant Details (Technical Bid)

Sl. No.	Description	Details	
1.	Name of Bidder		
2.	Status / Constitution of the Bidder		
3.	Name of Authorized Signatory		
4.	Address		
5.	Income Tax PAN		
6.	GSTiN		
7.	Primary point of contact	Email	Contact No
8.	Secondary Point of Contact	Email	Contact No

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

3. EMD & Tender Document Fee Particulars
(Technical Bid)

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

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address

4. Financial Details
(Technical Bid)

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 athas the following average annual turnover during last three financial years starting from FY 2024-25, 2023- 2024 and 2022-23 as mentioned below:

S.No	Financial Year	Annual Turnover	Net Worth (Rs.)
1	2022-23		
2	2023-24		
3	2024-25		

Signature

Chartered Accountant firm

Membership No.

UDIN

Contact

Seal

5.Experience Details
(Technical Bid)

S. No.	Name of Client	Scope of Work	Type of Customer (Govt. Dept./ Govt. Agency/ Institution)	Date of Purchase Order	Value of Purchase Order	Date of Completion

Note:

- 1.Submit Purchase Orders for all the projects mentioned above and the completion certificate
- 2.Highlight the POs for scope of work, date, value of work, area etc.

We undertake that the above information is true and correct.

Yours faithfully,

(Signature of the Bidder)

Designation

Seal

Date:

Business Address:

6.Declaration Regarding Clean Track Record (Technical Bid)

(To be enclosed in the Bid)

(To be signed and executed in non-judicial stamp paper of Rs. 10/= and notarised)

To,
The Registrar
Assam Skill University
Mangaldai, Darrang District,
Assam, PIN – 784125

Sub: RFP for development, testing & commissioning admission software for Assam Skill University.

Sir/ Madam,

I have carefully gone through the Terms & Conditions contained in the above TENDER Document. I hereby declare that my company/ organisation or any of my consortium partners, have not been debarred/black listed by any Government / Semi Government organizations in India since 1st of April, 2022. 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:

7. Checklist for eligibility criteria & Technical Bid documents

1	Certificate of Registration/Incorporation. In case the bidder is a Company, Partnership Firm, or Limited Liability Partnership (LLP), a valid Power of Attorney (POA) or authorization document in favour of the person signing the bid shall be submitted.	
2	Bidder should have GST registration and Income Tax PAN	
3	Bidder must have supplied similar items/services to reputed firms, Government Departments, Ministries, or Institutions.	
4	Average Annual Turnover should be more than ₹15 Crore during the last three financial years in the similar business.	
6	The bidders should have been in existence for at least 10 years as on 01.01.2026.	
7	Bidder should have experience of providing IT Solutions/Services to more than 10 Universities.	
8	Bidder should currently have at least two live/running contracts with any University, Government Organization, Examination Conducting Body, or State Board for similar work.	
10	Experience in handling at least 1,00,000 online applications in a cycle through an Online Application System for Universities, Boards, Service Commissions, Government, or Semi-Government Institutions.	
11	Experience in developing and implementing web-based Examination Software/Solutions in preferably at least 5 Universities, Boards, Service Commissions, Government, or Semi-Government Institutions.	
14	Bidder must possess ISO 9001:2008/2015 and ISO 27001:2013 certifications.	
15	Bidder should be certified at minimum CMMI Level 3.	
16	Mandatory statutory registrations and certificates.	

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

8. Format for PRICE BID

To,
The Registrar
Assam Skill University
Mangaldai, Darrang,
Assam, PIN – 784125.

Sub: RFP for Development, Testing & Commissioning Admission Software for Assam Skill University

Madam/Sir,

I/We hereby tender for the above-mentioned tender as per the specifications given in this tender document of Assam Skill University, Mangaldai, Darrang, Assam, PIN - 784125 within the time specified and in accordance with the specifications, design and instructions as per Terms and Conditions. The prices are quoted in the prescribed format given below:

DEVELOPMENT, TESTING & COMMISSIONING ADMISSION SOFTWARE FOR ASSAM SKILL UNIVERSITY AT MANGALDAI, DARRANG, ASSAM

Module Name		Rate (excl tax)	GST Amount	Amount (incl tax)
Candidate Identification & Examination Setup				
1	Roll Number Generation			
	Generation and assignment of unique roll numbers to applicants.			
2	Examination Centre Allocation			
	System-based allocation of examination centres to candidates based on predefined rules, availability, and candidate preferences where applicable.			
Candidate Examination Access				
1	Admit Card Download Facility			
	Provision of an online module for candidates to download their admit cards containing examination details and allocated centre information.			
2	Attendance Sheet Generation			
	Generation of attendance sheets for examination centres, including candidate details and roll numbers with Photo and Signature.			
Examination Monitoring & Data Processing				
1	Centre-wise Reporting			
	Generation of detailed reports for each examination centre to assist in examination management and monitoring.			
2	Result and Merit Data Mapping			

Module Name		Rate (excl tax)	GST Amount	Amount (incl tax)
	Integration and mapping of result and merit data received from the University with the system's master database to ensure accuracy and consistency.			
Admission Process Management				
1	Online Preference Form Submission			
	Development of a module enabling short listed candidates to submit their course /college preferences online.			
2	Selection and Allotment Process			
	Implementation of an automated selection and seat allotment mechanism based on merit, candidate preferences, and applicable admission rules.			
GRAND TOTAL (in figures)				

GRAND TOTAL in words:

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address: