

**REQUEST FOR QUOTATION (RFQ)
FOR
Hiring of Creative Agency for Design & Printing of publicity materials
and Audio-Visual Production (Lot 1- Creative Agency 1)**

Package No.: GS07b (Lot 1)

Date: 24 January 2026

**Issued by
Assam Skill University Project (ASUP)
under**

Assam Skill University

3rd Floor, DECT Complex, Rehabari, Guwahati-781008



REQUEST FOR QUOTATION - SERVICES (RFQS)

Project Title : Assam Skill University Project (ASUP)

Source of Funding: Asian Development Bank (ADB) – Assam Skill University Project (4166-IND)

Package No. : GS07b (Lot 1)

Date of Issue of Request: 24 January 2026

To,

Sir/Madam:

1. The Assam Skill University Project under Assam Skill University (Client) hereby requests you to submit price quotation/(s) for the performance of the services described in the **Scope of Services** attached as **Appendix A** in these documents. If you, however, have been associated with the preparation of this **Scope of Services** that is the subject of this request, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose, in addition to the **Scope of Services**, the **Form of Quotation** and form of **Contract** are also attached.

2. If you/your firm, however, falls under any of the following conditions, your proposal shall not be considered:
 - (a) you/your firm are/is not a citizen/national of an ADB member country, or
 - (b) you/your firm have/has been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified, or
 - (c) you/your firm are/is owned by the Client, or
 - (d) you/your firm are/is currently sanctioned or temporarily suspended by the Asian Development Bank for a violation of its [Anticorruption Policy](#) (1998, as amended to date) or
 - (e) the contracting of services from your country or any payment to persons or entities in your country is prohibited in compliance with a decision of the United Nations Security Council under Chapter VII of the Charter of the United Nations.
3. To be qualified, you must meet the following eligibility qualification criterions and submit the corresponding documents to testify eligibility as indicated below:

Sl.	Eligibility Criteria	Documentary proof to be submitted
1.	Bid Security	INR 20,000.00 to be submitted online through assamtender.gov.in portal Exemption from submission of Bid Security shall not be allowed in any case, and non-submission shall render the bid non-responsive.
2.	Date of establishment of the Service Provider: The Service Provider must be in the business for at least ten (10) years	Proof of incorporation/inception of the bidder/ Service Provider.

Sl.	Eligibility Criteria	Documentary proof to be submitted
3.	The bidder must have minimum 10 (ten) years of experience in Audio-Visual production & outreach activities with any state Govt./Central Govt/PSU.	Work order copy supporting 10 years of experience in AV production & outreach activities.
4.	GST Registration in the name of the Service Provider submitting the bid	Self-attested Copy of GST Registration Certificate in the name of the Service Provider submitting the bid
5.	Pan Card in the name of the Service Provider submitting the bid	Self-attested copy of the Pan Card in the name of the Service Provider submitting the bid
6.	Up-to-date Trade License in the name of the Service Provider submitting the bid	Self-attested copy of Trade License in the name of the Service Provider submitting the bid
7.	The bidder/ Service Provider shall have its own registered office/ branch office in Guwahati from where regular services/ correspondences can be provided.	Details of location to be provided including documentary evidence in support of registered office/branch office in Guwahati such as lease agreement/ electricity bill/rent receipt etc.
8.	Average annual financial turnover in last 3 financial years (FY 2022-23, FY 2023-24 & FY 2024-25) should not be less than INR 30 Lakhs	CA certified turnover certificate with valid UDIN
9.	The bidder / Service Provider should have experience in executing at least one (01) Audio-Visual Production and Photography contract, with a minimum contract value of INR 15 lakh, during the last five (05) years, under a single contract. Or At least two (02) Audio-Visual Production and photography contract amounting INR 11 Lakh each, during the last five (05) years. Or At Least three (03) Audio-Visual Production and photography contract amounting INR 7 Lakh each, during the last five (05) years. The service must have been executed in any of the last five (05) years, up to the last date of submission of bids. The contract should have been awarded by central/ state govt. body/institutes/ public sector undertaking or reputed private organization etc.	Work order/ Contract agreement along with Service completion certificate/ performance certificate clearly indicating the contract amount, title of services, actual date of completion must be provided.
10.	Statutory Tax Compliance for Payment of Statutory Taxes.	Undertaking duly signed and sealed as per Appendix 2

4. Your quotation/(s) should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the **Contract**.

Preparation of Quotations

- (a) Your price quotation/(s) shall be for all the items as described in the **Scope of Services**, and submitted only in the attached **Form of Quotation**. The currency of quoted prices and payment shall be **Indian Rupees**.
- (b) The price quoted by the bidder shall remain fixed during entire period of contract. A Quotation submitted with an adjustable price quotation will be treated as non-responsive and rejected.
- (c) You shall submit only one set of quotations for the above items. Your quotation shall be signed by you or your authorized representative. Without a signature in your **Form of Quotation**, your quotation will not be considered further.
- (d) Your quotation(s) should be valid for a period of **90 days** from the deadline for submission of the quotation/(s) as indicated below. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Service Providers for the project for two years and **Bid Security will be forfeited**.

Submission and Opening

(e) Electronic Bidding Submission Procedures:

The Request for Quotation (RFQ) documents shall be uploaded on the e-Tendering Portal (<https://assamtenders.gov.in>) and shall be accessible to all viewers. Intended bidders may log in to the portal using their existing registered user IDs and download the RFQ documents. Bidders shall upload/submit their quotations along with duly signed and scanned copies of all required documents, as specified in the bidding document, in PDF format, except for the Price Schedule (BOQ).

The Price Schedule (BOQ) shall be:

- Filled in the prescribed Excel format available on the e-Tendering portal, and
- Uploaded electronically in the designated space, along with a signed and scanned copy in PDF format, as required.

(f) Submission of Quotations:

The duly filled Form of Quotation, along with the Price Schedule and all required supporting documents, shall be submitted electronically on or before **07/02/2026 up to 2:00 PM** through the e-Procurement portal.

(g) Electronic Bid Opening Procedure:

The electronic opening of quotations shall be carried out as follows:

Concerned/designated officials of the Assam Skill University Project (ASUP) shall log in to the e-Procurement portal using their respective Digital Signature Certificates (DSCs). Once all designated officials complete the login process, the bids shall be deemed to be opened. Thereafter, the submitted quotations shall be downloaded for evaluation.

(h) Opening of Quotations:

The quotations shall be opened electronically on **07/02/2026 at 3:00 PM**, in the presence of

representatives of the participating bidders who choose to attend, at the following address:

Office of the Chief Executive Officer
Assam Skill University Project (ASUP)
3rd Floor, DECT Building, Rehabari, Guwahati – 781008

Evaluation and Comparison

- (i) Quotations determined to be substantially responsive to this **Request for Quotation** will be evaluated by comparison of their offer prices. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this **Request for Quotation**.
- (j) In evaluating the quotations, the Client will adjust for any arithmetical errors as follows:
 - (i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
 - (ii) where there is a discrepancy between the unit rate (where applicable) and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;

If you refuse to accept the correction/(s), your quotation will be rejected.

- (k) Bidders/service provider who have submitted the valid Bid Security, as per requirement shall be considered for further evaluation. Absence of Bid Security shall lead to summarily rejection of the bid. No exemption in any form is permissible in this bid.

Award of Contract

- (l) The Client shall award the contract to the Service Provider whose quotation has been determined to be substantially responsive to this Request for Quotation and who has offered the lowest price quotation.
- (m) The Service Provider whose quotation has been accepted will be notified by the Client within **45 days** from the date of submission of quotation through the return of a copy of the **Form of Quotation** with **Acceptance** signed by the authorized representative of the Client.
- (n) The successful Service Provider shall sign the **Contract** governed by the annexed **Contract Terms and Conditions**.

Performance Security

- (o) The successful bidder shall have to deposit a Bank Guarantee (in the format given at **Appendix-3** of the RFQ document) as Performance Security, within ten (10) working days of issuance of acceptance, for an amount of equivalent to 5% of the contract value only issued by any Nationalized/ Scheduled Bank in India, with validity for twenty (13) months from the date of contract signing.

5. Further information can be obtained from:

Name : O/o the Chief Executive Officer
Address : Assam Skill University Project, 3rd Floor, DECT Complex, Rehabari, Guwahati-08
E-mail : asup.assam@gmail.com

6. The Client intends to apply funds from the **Asian Development Bank (ADB)** for eligible payments under the **Contract** resulting from this **Request for Quotation**.
7. Under [ADB's Anticorruption Policy](#) (1998, as amended to date) Service Providers shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB may reject a proposal for award, and may impose sanctions or other remedial actions on parties involved, if it determines that the Service Provider recommended for award or any other party, directly or through an agent, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list. A firm/individual shall not be eligible to participate in any procurement activities under an ADB-financed, -administered, or -supported project while under temporary suspension or debarment by ADB pursuant to its Anticorruption Policy, whether such debarment was directly imposed by ADB, or enforced by ADB pursuant to the Agreement for Mutual Enforcement of Debarment Decisions.
8. You/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, are not, or have never been, temporarily suspended, debarred, declared ineligible, or blacklisted by the client's country, any international organization, and other donor agency.

If so debarred, declared ineligible, temporarily suspended, or blacklisted, please state details (as applicable to each joint venture partner, associate, parent company, affiliate, subsidiaries, subcontractors, and/or suppliers):

(a) Name of Institution: _____

(b) Period of debarment, ineligibility, or blacklisting (start and end date): _____

(c) Reason for the debarment, ineligibility, or blacklisting: _____

9. You/your firm's, joint venture partners', associates', parent company's affiliates' or subsidiaries', including any subcontractors' or suppliers', key officers and directors have not been [charged or convicted] of any criminal offense (including felonies and misdemeanors) or infractions/violations of ordinance which carry the penalty of imprisonment.

If so charged or convicted, please state details:

(a) Nature of the offense/violation: _____

(b) Court/Area of jurisdiction: _____

(c) Resolution (i.e. dismissed; settled; convicted/duration of penalty): _____

(d) Other relevant details:

10. You/your firm understands that it is your obligation to notify ADB should you/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any Subcontractors or Suppliers, be temporarily suspended, debarred or become ineligible to work with ADB or any other multilateral development banks, the client's country, international organizations, and other donor agencies, or any of your key officers and directors be charged or convicted of any criminal offense or infractions/violations of ordinance which carry the penalty of imprisonment.
11. Any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the quotation/bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015 as amended from time to time).
12. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.
13. The purchaser reserves the right to accept or reject any Bid, and to cancel the Bidding process and

reject all bids, at any time prior to the awards of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for the purchaser's actions.

Sincerely,

Sd/-
Chief Executive Officer,

Assam Skill University Project (ASUP)