



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY  
(केंद्रीय विश्वविद्यालय / A Central University)  
कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR  
तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

**NOTICE RE-INVITING TENDERS (NIT)**  
**(ET-NIT-.....47.....05-04-2021)**

E-Tender Call in **Two Bid System (Technical and Financial)** for selection of suitable training partner to conduct Microsoft Excel Advanced workshop for MBA first year students in the online mode during Spring Semester 2021.

Department of Business Administration, Tezpur University has taken up initiatives to encourage skill-based workshops pertaining to the changing corporate requirements. The basic aim of the workshop is to train the first year MBA students in the various advanced aspects of Microsoft Excel for use in data analysis, visualization and interpretation.

Training Partner (TP) for Microsoft Excel Advanced must work with the department to develop training modules customized to the requirement of students and deliver the same in an online workshop format over multiple weeks (to cover a minimum of 36 contact hours) in the Tezpur University Spring Semester 2021. To this effect, Tezpur University would like to invite industry acclaimed firms/organizations having strong relevant experience in conducting Microsoft Excel training to participate in the e-Tender process. The Training Partner must design the different modules for the workshop and send their best faculty/trainer to conduct the workshop through live interactions in the online mode. At the end of the workshop, TP must carry out evaluation of the students and provide certificate of completion (hard copy) to the students attending the workshop.

The Firms/organizations will be evaluated in a two-bid system and selected based on submission of documents as per eligibility and qualification criteria mentioned in e-Tender document and based on experience of conducting similar training programmes at industries, universities, and institutes of repute. The detailed specifications are available in the website <http://eprocure.gov.in/eprocure/> and interested parties may submit the tenders online on this website as per details sought in the e-Tender document.

Tezpur University reserves the right to shortlist or cancel any or all the applicants/TP(s) without assigning any reason whatsoever. The Department reserves the right to postpone or cancel the process or modify the criteria or any guidelines mentioned in the e-Tender at its sole discretion and without assigning any reason. For any query or clarification on the proposed workshop, the interested party may mail to [hod\\_ba@tezu.ernet.in](mailto:hod_ba@tezu.ernet.in) within 8<sup>th</sup> Apr 2021.

**General Information about the NIQ**

**Approximate Value for Service (in Rs.): 1,00,000/-**

**Last date and time for submission of Queries: 12.04.2021.**

**Last date and time for submission of Bids: 19.04.2021 (3.00 PM).**

**Date and Time of opening of Bids: 20.04.2021 (3.00 PM).**

**Place of Opening of Bids: Tezpur University.**

*Signature*



### **GENERAL TERMS & CONDITIONS:**

1. No separate tender paper will be issued from the office; one should only download the same from the CPP Portal of Govt. of India.
2. The rates should be preferably quoted in Indian Rupee.
3. *Quotations/Tenders should be accompanied by i) A non-refundable application/participation fee of ₹.1000.00 (Rupees One Thousand Thousand) only have to be paid only by Demand Draft/Banker Cheque drawn in favour of Registrar, Tezpur University payable at Tezpur.*
4. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
5. Irresponsive/incomplete quote will be rejected.
6. Apart from the above terms and conditions the University has the right to include any other terms and conditions as and when felt necessary.

### **INSTRUCTIONS TO BIDDERS FOR ONLINE BID SUBMISSION**

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the agencies/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the agency/bidder through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Agency/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
11. From my tender folder, he selects the tender to view all the details indicated.
12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
14. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
16. Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
17. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.

*Signature*

18. The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
19. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
20. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
21. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
22. If the price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
23. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The **TIA will** not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
24. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
26. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
28. The confidentiality of the bids is maintained since the secured Socket Layer 128-bit encryption technology is used. Data storage encryption of sensitive fields is done.
29. The bidder should logout of the tendering system using the normal logout option available at the top right-hand corner and not by selecting the (X) exit option in the browser.
30. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 180030702232 or send a mail over to [cphp-nic@nic.in](mailto:cphp-nic@nic.in).

 06/04/21

**Assistant Registrar (GA), i/c**  
**Tezpur University**





ET-NIT-.....47.....05-04-2021

***E-Tender Document for “Selection of suitable  
Training Partner to conduct Microsoft Excel  
Advanced Workshop for MBA first year students  
in the online mode during Spring Semester 2021”***

Tezpur University  
Napaam, Tezpur, Assam

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2. Important Dates and Instructions

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**Annexure III** : Application Pro-forma (Part A- Technical Bid)

**Annexure IV** : Application Pro-forma (Part B- Commercial Bid)

## 1. Invitation for e-Tender

Department of Business Administration, Tezpur University has taken up initiatives to encourage skill-based workshops pertaining to the changing corporate requirements. The basic aim of the workshop is to train the first year MBA students in the various advanced aspects of Microsoft Excel for use in data analysis, visualization and interpretation.

Training Partner (TP) for Microsoft Excel Advanced Workshop must work with the department to develop training modules customized to the requirement of students and deliver the same in an online workshop format over multiple weeks (to cover a minimum of 36 contact hours) in the Tezpur University Spring Semester 2021. To this effect, Tezpur University would like to invite industry acclaimed firms/organizations having strong relevant experience in conducting Microsoft Excel training to participate in the e-Tender process.

## 2. Important Dates and e-Tender link

S. No.	Particular	Details
1	Issue of Advertisement for e-Tender	01-04-2021
2	Last date for Submission of Queries	12-04-2021
3	Last date and time for submission of Bids	19-04-2021 (3:00pm)
4	Date and Time of opening of Bids	20-04-2021 (3:00pm)
5	Place of Opening of Bids	Tezpur University

**Approximate Value for Service (in Rs.): 1,00,000/-**

The specifications are available in the website <http://eprocure.gov.in/eprocure/> and interested parties may submit the tenders online. The technical bid and the commercial bid (as desired in Annexure III) must be uploaded separately on the above-mentioned website.

In case of any clarification in the e-Tender process, please reach out to:

Mr. Samaresh Barman,  
i/c Assistant Registrar, General Administration,  
Tezpur University, Napaam, Tezpur-784028, Assam  
Contact No.: +91-3712-27-3110 (Office)  
Email ID: [samaresh@tezu.ernet.in](mailto:samaresh@tezu.ernet.in)



## **Annexure I**

### **A. Eligibility criteria**

1. The organizations/training partners should compulsory be an independent legal entity registered in India as per regulations of the Govt. of India.
2. The Training Providers fulfill the following criteria:
  - a. At least eight years of experience in providing Microsoft Excel Advanced training programmes
  - b. Should demonstrate experience in module development for such programmes
  - c. Should have trained students in top Business Schools and educational institutions of the country
  - d. Should have conducted MS Excel trainings for corporates and industries
3. The deputed trainers must be bonafide employees of the tendering organization for atleast last three years. The trainers must possess experience of conducting similar workshops in reputed institutions/organisations.
4. The deputed trainer(s) must be a Microsoft Certified Professional in Microsoft Excel Expert. Additionally, the trainer conducting the workshop must have completed Microsoft Certified MCSA and a Microsoft certified Office Specialist Expert.

### **B. Scope of work and requirements of Training Partner:**

1. Training Partners must depute Trainers/faculty for conducting a business simulation workshop in the online mode during the Spring Semester 2021. The deputed trainers must possess sufficient experience of conducting similar workshops in reputed institutions.
2. The Training Providers shall be expected to detail the design, organize, conduct and monitor phases of the training workshop and provide counseling for the students. The module of workshop must be pre-approved by the department.
3. Live Interactive sessions for a minimum of 36 contact hours over an online video conferencing platform must be ensured by the trainers. The schedule and module of workshop must be pre-approved by the department.
4. The Training Provider must be in possession of a licensed version of video conferencing platform/software for the online live classes/interactions (for atleast 60 participants without any time limit). The students must be able to log into the live meetings using their laptops/desktops/mobiles.
5. The workshop structure and course material must essentially address the following areas of Microsoft Excel-
  - Fundamentals of MS Excel- managing cells, worksheets
  - Organizing and analyzing data- data validations, slicers, pivot tables, power pivot
  - Functions, Formulae, Macros
  - Data Visualisation- charts, graphs
  - What-if analysis, Solver, Goal Seek, Scenario Analysis
  - Useful Shortcuts and industry applications
6. The workshop must involve hands on training sessions for the participants as well. The approach must be problem solution approach by focusing on relevant business problems and how the same can be solved using Microsoft Excel
7. The Training Providers shall be responsible for designing and providing training material and practice datasets for the participants

8. Upon completion of the workshop, the training partner must carry out evaluation and must provide certificate of completion for the students on an individual basis. TP at their own expense must send physical (hard) copies of the certificates to the department address within 15 days of successful completion of the workshop.
9. The batch size of first year MBA students is 56. The trainer must design the deliverables according to this batch size.
10. Any specialized equipment required for the workshop shall have to be arranged and taken care of by the training partner. Incidental and extra consumable costs (if any) must be borne by the selected training partner.
11. The exact dates for conducting the workshop during Tezpur University Spring Semester 2021 shall be decided and communicated by the Department of Business Administration (Weekends may be preferred for the online workshop slots). The selected training partner shall be responsible for planning the workshop according to the dates specified.
12. The Training Partner must provide atleast six months of web support to the participants after the workshop .

**C. Additional Instruction for the interested Organizations**

1. Interested applicants may furnish the sought details through the e-Tender process on by <http://eprocure.gov.in/eprocure/> before the deadline and upload all necessary documents in English as specified in formats provided in the e-Tender document. Both the Technical and Commercial Bids must be uploaded separately by the applicant on the website.
2. The response submitted to this e-Tender and all correspondence shall be in English and shall be validated by the Assistant Registrar (General Administration), Tezpur University.
3. The e-Tender submitted should be concise and contain only relevant information as required under this document (Application Proforma). The applicant submitting the e-Tender would be responsible for all its expenses, costs and risks incurred towards preparation and submission of the e-Tender. Tezpur University shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.
4. The Technical Bid (Part A) response must contain all the necessary documents for the claims made against eligibility criteria. Failure to provide documentary evidence shall lead to disqualification. Also, providing commercial details in Part A shall lead to disqualification in Technical Bid Evaluation. A committee at University level shall evaluate and shortlist the Technical Bids before going for the Commercial Bid.
5. The Commercial Bid (Part B) response must include the entire online workshop and certification cost and the quote must be in INR. Additionally, the GST liability must be specifically mentioned and included in the total cost. The overall workshop cost for 56 participants (in Indian Rupees) considering all cost components shall be the criterion for Commercial Bid final selection. The total quote must be in absolute figures expressed in INR and not in relative terms.
6. The e-Tender submitted by the applicant shall remain valid for a period of 90 days after the closing date for submission of e-Tender prescribed in this document. The response to this e-Tender should be full and complete in all respects. Failure to furnish all information required in e-Tender documents or submission of e-Tender not substantially responsive to this document will be at TP's risk and may result in rejection of its submission.



7. Tezpur University reserves the right to withdraw or amend this e-Tender, without assigning any reasons for the same, if it determines that such action is in the best interest of the university.

**Annexure II: e-Tender selection criteria**

Apart from the basic eligibility criteria fulfillment, the following criteria of applying organizations shall be evaluated in the Technical Bid:

1. Overall Experience of Training Partner in Microsoft Excel Advanced Training
2. Industry Acceptability of Training Programmes delivered
3. Track record in terms of conducting workshops at institutes and universities of repute
4. Experience and Certifications of Trainers/Faculty
5. Proposed Course Structure and Module

**Annexure III: Application Proforma (Part A- Technical Bid)**

<b>A. Organisation Profile and Experience</b>	
Name of the organization, registered postal address with pin code, Mobile /telephone no., e-mail I.D, Fax No, Website	
Company Registration number, date of registration and validity <b>(attach document)</b>	
Name & designation of Contact person for this e-Tender with Email/ Mobile No <b>(attach business card)</b>	
Total Years of experience in conducting MS Excel workshops <b>(attach proof)</b>	
Whether the organization has conducted MS Excel Advanced workshops for students in educational institutions of repute in the last three years? If yes, then provide details of each and attach the work order <b>(attach documents)</b>	
Whether the organization has conducted conducted MS Excel Advanced workshops for corporates/industry bodies in the last three years? If yes, then provide details and attach the work order <b>(attach documents)</b>	
Trainer profiles proposed for Spring Semester 2021 workshop. Present Designation, work experience with organization and prior training experience <b>(attach business cards, employee ID/documents showing joining date)</b>	
Are the proposed trainer(s) Microsoft Certified Professional in Microsoft Excel Expert, MCSA? <b>(attach copy of certificate)</b>	
Any previous experience of conducting training programmes at Tezpur University? If Yes, provide details <b>(attach documentary proof)</b>	



<b>B. Proposed Course Structure of Workshop</b>	
Programme Objectives	
Programme Structure (Details of Modules etc)	
Material Deliverables for students included in Program Cost	
Number of Online Contact hours proposed (Minimum of 36 hours)	
Number of Batches	<b>1 (One); First Year MBA- 56 students</b>
Training Duration per day	
Number of Trainers	

Certified that the provisions of the e-Tender have been fully understood and I/we will take the responsibility for successfully conducting the workshop during Spring Semester 2021, if selected by Tezpur University. Certified that the information provided in the e-Tender Application Performa is true to the best of our knowledge and all enclosed documents valid. We understand that any discrepancy in any of the documents shall lead to cancellation of the e-Tender application.

**Authorized signatory of the Organization with seal**

Name:

Designation:

Date:

Place:

**Note:** All pages of the E-Tender and supporting documents should be duly attested by the competent authority. All the pages should be numbered and properly indexed. If any of the proposals is found to be without proper signature, page, numbers and index, it will be liable for rejection.

**Annexure IV: Application Proforma (Part B- Commercial Bid)**

<b>A. Commercials and Workshop Cost (in INR)</b>	
Total Workshop Fee for 56 students 1 Batch	
GST Amount	
Other Costs ( <i>if any</i> )	
<b>Total Workshop Cost</b>	
Payment to be made in favour of	
Payment Terms and Conditions ( <i>if any</i> )	

Certified that the provisions of the e-Tender have been fully understood and we will take the responsibility for successfully conducting the workshop during Tezpur University Spring Semester 2021, if selected by Tezpur University. Certified that the information provided in the e-Tender Application Performa is true to the best of our knowledge and all enclosed documents valid. We understand that any discrepancy in any of the documents shall lead to cancellation of the e-Tender application.

**Authorized signatory of the Organisation with seal**

Name:

Designation:

Date:

Place:

**Note:** All pages of the E-Tender and supporting documents should be duly attested by the competent authority. All the pages should be numbered and properly indexed. If any of the proposals is found to be without proper signature, page, numbers and index, it will be liable for rejection.