



**OFFICE OF THE REGISTRAR
DIBRUGARH UNIVERSITY
DIBRUGARH**

No. DU/RG/B.01.07/2022/EOI/4996

Date:29.03.2022

EXPRESS OF INTEREST (EOI)

Dibrugarh University (D.U.) invites Expression of Interest (EOI) from reputed firm(s)/vendor(s) for running and maintenance of Dr. Hitendranath Barua Science and Culture Park, Dibrugarh University.

Interested reputed Firms/Vendors who meet the pre-qualification criteria may furnish their Expression of Interest with all the necessary supporting documents in a sealed cover envelope along with the covering letter duly signed by an authorized signatory and a non-refundable processing fee of Rs. 1,000 (Rupees One Thousand only) in the form of a Demand Draft drawn in favour of the Registrar, Dibrugarh University, payable at Dibrugarh on or before 08.04.2022 by 12:30 P.M. addressing to the Registrar, Dibrugarh University, Dibrugarh-786004, Assam.

Availability of EoI Documents	From 30.03.2022 at 10:00 A.M. to 08.04.2022 at 12:00 P.M. at the Office of the Registrar, D.U.
Last date for Submission of EoI Response	08.04.2022 up to 12:30 P.M.
Opening of EoI Responses	08.04.2022 at 02:30 P.M.
Place of opening of EoI documents	Office of the Registrar, D.U.
Processing Fee	Rs.1,000/- (Non refundable)

The EoI response should be separately submitted in 02 (two) parts, *i. e.* **Part - I** (TECHNICAL) and **Part - II** (FINANCIAL). The Technical Part shall be opened on above mentioned date and time and the Financial part of only those bidders who qualify in Technical Part shall be opened on the same date or at a later date which shall be intimated to the bidder whose Technical bid are found to be valid. Dibrugarh University reserves all the rights to reject any or all the bids without assigning any reason thereof.

**Sd/-
Registrar
Dibrugarh University**

Copy to:

1. The Hon'ble Vice-Chancellor, D.U. for favour of information.
2. The Joint Registrar (Admn.), D.U. for information.
3. The Administrative Officer, D.U. for information
4. The Estate Officer, D.U., for information.
5. Office File

**Sd/-
Registrar
Dibrugarh University**

About - Dr. Hitendranath Barua Science and Culture Park of Dibrugarh University

Dr. Hitendranath Barua Science and Culture Park covers 38 bighas (approximately) of verdant landscape with simulated Structures of the Rangghar, sculptures of a life-size elephant, a rhino, combative bulls, including an artificial waterfall atop a hill. Since it is an education-cum-recreational park, there are representations of ethnic dance forms of different ethnic communities of North East India in the peripheral walls of the park. Iron figurines representing stories from Lakhmi Nath Bezbarua's "Burhi Aair Xadhu" (বুঢ়ী আইৰ সাধু) as well as simulated forms of a village hut built of clay and wattles along with the thresher (ঢালী), silk spinning yarn etc. There is also an open stage where theatrical and music performances are conducted.

Dibrugarh University (D.U.) invites Expression of Interest (EoI) from reputed and experienced firms/vendors for running and maintenance of Dr. Hitendranath Barua Science and Culture Park, Dibrugarh University.

This document provides the scope, pre-qualification criteria, bidding terms and conditions and suggested response formats.

NEED FOR THIS EoI

- i) Dibrugarh University is not in position to supervise the Dr. Hitendra Nath Barua Science and Cultural Park due to paucity of time and experience in managing the affairs of the park. In view of the above facts, D.U. is desirous of finding out a competent firm/vendor who can efficiently manage the Science and Cultural Park of Dibrugarh University.

NOTE:

- (a) Bidders are advised to read carefully the Terms and Conditions of the EoI.
- (b) No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and the seal of the tenderer.
- (c) The University reserves the right to:
 - (i) Accept/reject any/all bidders without assigning any reason thereof.
 - (ii) Add/modify/relax or waive any of the conditions stipulated in the EoI document whenever deemed necessary

GENERAL TERMS

1. Goals of this Expression of Interest (EoI)

The objective of this EoI is to solicit proposals from the interested bidders for participation in a bid process for selection of vendors for running and maintenance of Dr. Hitendranath Barua Science and Culture Park, Dibrugarh University.

2. EoI Issuing Authority

This Expression of Interest (EoI) is intended by Dibrugarh University to shortlist a potential bidder who is capable for running and maintenance of Science and Cultural recreational Park of Dibrugarh University. The decision of the authority of Dibrugarh University with regard to the short listing of bidders through this EoI shall be final and binding. ***Dibrugarh University reserves the right to reject any or all the bids without assigning any reason thereof.***

3. Availability of the EoI documents

EoI document can be downloaded from the website ***www.dibru.ac.in***. The bidders are expected to examine all instructions, forms, terms, project requirements and other details in the EoI document. Failure to furnish complete information as mentioned in the EoI documents or submission of a proposal not substantially responsive to the EoI documents in every respect will be at the bidder's risk and may

result in rejection of the proposal. Interested firm(s)/vendor(s) may submit Technical Bid and Financial Bid with all relevant documents and specifications as provided in the **ANNEXURE-I**.

4. EoI processing fees

A non-refundable processing fee of Rs. 1,000/- (Rupees One Thousand only) in the form of a Demand Draft or a Pay Order drawn in favor of '**Registrar, Dibrugarh University, Dibrugarh**' payable at Dibrugarh which has to be submitted along with the EoI (in the envelope containing Technical Bid). Bids received without or with inadequate EoI Processing Fees shall be liable to be rejected.

5. Qualification Criteria

The interested Firms/vendors before submitting the EoI proposal must ensure that the applicant(s) fulfils the following qualifying criteria.

- a. The annual turnover of the applicant should not be less than **Rs. 50 lakhs** in aggregate for the last 3 Financial Years. Document to this effect must be submitted along with the application.
- b. The applicant should have in the past, experience of not less than 03 (three) years in supervising or directly managing Science and Cultural or recreational parks of any Government/Institution. **Experience and knowledge regarding horticulture is also desirable.**

6. HOW TO SUBMIT EoI

The EoI proposal should be submitted in the sealed envelopes. Bidders are requested to submit their responses in two (2) parts, clearly labelled according to the following categories:

PART I – Technical Bid:

- a. Covering Letter from the Bidder
- b. A non-refundable processing fee for Rs. 1,000/- (Rupees One Thousand only) in the form of a Demand Draft drawn in favour of Registrar, D.U. payable at Dibrugarh.
- c. Details of the Firms/Proprietorship with all documents such as copy of Trade License, Employees Provident Fund Certificate, Employees Provident Fund latest submission/contribution receipt, E.S.I.C., name of the Directors/ Owners/ Partners in company/ firm *etc.*
- d. Audited Balance Sheet with computation of income for the last three years (FY 2018-2019, 2019-2020, 2020-2021).
- e. Copy of PAN and GST details.
- f. Copy of the I.T. Return submitted to IT Department or equivalent proof for the abovementioned FY.
- g. Copy of Certificate of Incorporation/Partnership Deed (if any)

Part II – Financial Bid

- (i) The bidder shall have to quote monthly basis rental fee for running the Science and Cultural Park of Dibrugarh University which shall not be less than Rs. 35,000.00 (Rupees Thirty Five Thousand) only per month. The awarded bidder will be liable to pay the quoted amount/fee to the University within the first week of every English Calendar month without fail otherwise the lease agreement shall be terminated.

Hence, in view of the above context, the bidder must submit their bid value on monthly basis in a separate Sealed Envelope as per Format given below at **ANNEXURE-I** in the Financial Bid. The University shall execute an Agreement with the selected bidder on basis of the quote.

7. EVALUATION OF EoI:

- a. A Committee constituted for the said purpose will evaluate and compare both the Technical Bids and Financial Bids determined to be substantially responsive i.e. are properly signed and conforming to terms, conditions, specifications and qualifying conditions.
- b. The Bids (Eligibility criteria, Technical, and Financial) will be opened on the date and time as specified in the schedule.
- c. A two-stage procedure will be adopted in evaluating the proposals with the Eligibility criteria evaluation and technical evaluation completed entirely prior to any financial proposals being opened.
- d. Eligibility criteria and Technical Evaluation documents will be evaluated to ensure that all the stated criterions are met.
- e. Financial bids of only those bidders will be opened who are found suitable and eligible as per Technical Bids. The Bidder will have to submit rates inclusive of all duties, taxes and other levies in Indian Rupees.
- f. Bidders need to fulfil all the Qualification, conditions mentioned in the document. The concerned committee will examine the Bids to determine whether the bidders meet the eligibility criteria as per invitation of bid, whether the features conforms to the DU requirements, whether documents have been properly signed, and whether the Bids are generally in order.
- g. Merely quoting the Highest Financial Bid would not imply that the Bidder is selected. In this regard, the decision of the University authority will be final and binding.

Note: Technical evaluation shall comprise of two parts

- Eligibility Criteria
- Technical and Support capacity evaluation

7.A. **Evaluation of Technical Bids**

The bidder must possess the requisite experience, manpower strength and capability in providing the services necessary to meet the requirements as described in the bid documents.

As part of Technical Evaluation, the committee shall request qualified bidders to make a Technical presentation, if necessary, before an Evaluation Committee to be constituted for the purpose.

7.B. **Evaluation of Financial Bids**

The bidders with qualifying score at the Technical Evaluation stage shall be intimated about the date and time of opening of Financial Bid. The Financial bids of short-listed bidder shall only be opened.

Dibrugarh University reserves the rights to accept / reject any bids, wholly or in part without assigning any reason. The Technical Bid of the proposal in the bid document will be evaluated as per the requirements specified in the EoI and adopting the qualification criteria spelt out in this EoI. The Bidders are required to submit all required documents in support of the Technical Bid as specified (*e.g. detailed company profile, balance Sheet for the last 3 years and experience in running recreational park with documentary evidences*) as required for evaluation.

Note: No bidder will try to influence directly or indirectly the members of the Committee constituted by this University, and if found doing so, that bid shall summarily be rejected.

VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals, in its complete form in all respects as specified in the Invitation for EoI, must be submitted to D.U at the address specified above. Dibrugarh University may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing a corrigendum to be made available on the D.U. website, in which case all rights and obligations of D.U. and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

SCOPE OF WORK:

Sl. No.	Maintenance	
	<ul style="list-style-type: none"> • Maintenance Pruning of flower trees/trees • cutting lawn grass • cleaning of iron figurines • Upkeep/beautification/maintenance of Aircraft Mig-21 Bison (Tail No. CU-2074) • Cleaning and maintenance of sculptures such as bedfellow fight, elephant, deer etc. • Security personnel deployment • open stage where theatrical and music performances are conducted • Children park including equipments • Scientific equipments • Waterfall • Sculpture of Dr. Bhupen Hazarika • Lighting • Opening and Closing time. • No opening of food stalls in the Park • No commercial stalls • Water fountain. • Maintenance of the Rang Ghar replica • Maintenance of the tree house & toilets including water pump • Lakhmi Nath Bezbarua's "Burhi Aair Xadhu" (বুঢ়ী আইৰ সাধু) • Assamese village including Namghar & Mandir etc. 	

Tenure of the Management Control: The initial tenure of the management control shall be for 5 (five) years which may be extended for another 5 (five) years subject to satisfactory performance and as per the discretion of Dibrugarh University.

Monitoring Committee: The Registrar, Dibrugarh University shall constitute a Monitoring Committee and such a Committee will be entrusted to inspect the park at periodic intervals.

Powers of the D.U. Authority: Dibrugarh University shall have the power to give any direction to the Firm/Vendor and the same shall have to comply with terms and conditions of the University.

TERMS & CONDITIONS:

- i. From the date of handing over the management, the park shall take all necessary steps for functioning of the park.
- ii. The Firm/vendor shall deposit bank guarantee of amount **Rs. 2 lakh** (Rupees Two Lakhs) only to Dibrugarh University as refundable Security Deposit. The Security Deposit shall be forfeited if the firm/vendor indulges directly or indirectly in any violation of terms and conditions as stated in the agreement.
- iii. The firm shall not undertake any activity of construction/installation/repairing any of the items/equipment/figurines/statues etc. without prior approval from the authority of this University.
- iv. The Firm/vendor will be liable to pay wages, statutory and non statutory dues and other expenditure essential for day to day management of the park from the date of taking over.

- v. All cost including labour wages, staff salary, minor repairs, maintenance and other statutory obligations shall have to be borne by the Firm/vendor.
- vi. The Firms/vendor shall have to deposit the monthly rent within the first week of every English Calendar month failing which the University shall be liable to execute any kind of penalty on such Firms/vendors.
- vii. The Firms/vendors will be liable to maintain and keep proper accounts of the sale of tickets, expenses and other ancillary expenditures.
- viii. The Firm/vendor shall not close/abandon the park at any point of time after taking over the management of the park.
- ix. The Firms/vendors shall be liable to all acts and omission arising out of the day to day running of the park from the date of taking over the management of the park.
- x. The Firms/vendors shall maintain highest standard of ethics and management principle while managing the park after getting the management control over the said park.
- xi. The Firms/vendors shall manage the park with due diligence and economy in accordance with generally accepted professional standards and practices.
- xii. The Firms/vendors shall take adequate steps in improving the overall management of park.
- xiii. The Firms/vendors shall submit report to the D.U. as and when asked for.
- xiv. The Firms/vendors shall maintain the existing infrastructure of the park and shall take all reasonable steps to improve the same.
- xv. The Firms/vendors shall indemnify to Dibrugarh University of all claim/damages/loss arising out of its own mismanagement/derelection of duty of the staff employed by it.
- xvi. The Firms/vendors shall comply with all prevailing applicable laws of this University.
- xvii. The management would not carry out any alteration in the layout and structure of the garden without the consent of the D.U. Unapproved financial expenses shall not be entered in Accounts Book without the written approval of Dibrugarh University.
- xviii. The authority of the University would be competent to terminate the tenure of management, if it is satisfied that the intended purpose is not being served by continuation thereof after giving three months notice.
- xix. Dibrugarh University reserves the right to withdraw this EoI if this University determines that such action is in the best interest of the D.U.
- xx. Dibrugarh University reserves the right to withdraw the EoI and change or vary any part thereof at any stage without prior information. Dibrugarh University also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- xxi. Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- xxii. The firm/vendor shall not employ/appoint/recruit/engage any person/individual in the name of Dibrugarh University or such action would invite penalty or lead to termination of the Contract/Agreement.
- xxiii. The Firm/vendor shall levy an amount of Rs. 40.00 (Rupees Forty) only inclusive GST as maximum entrance fee. However, the hike of the said fee would require prior permission of the University authority.

- xxiv. The firm/vendor shall levy only 50% of the proposed entrance fee i.e. Rs. 20.00 (Rupees Twenty) only from the employees including their family members of Dibrugarh University and students on production of a valid photo identity card issued by the authority of the University/Institution.
- xxv. The firm/vendor shall not rent out the Open Theatre Space to any individuals/private party without prior permission/approval of this University authority.
- xxvi. The firm/vendor shall not run any kind of boating service within the park premises without prior permission of this University authority.
- xxvii. The firm/vendor shall not install any kind of food out let within the Park without prior permission of the University authority. Any such act would lead to termination of the lease.
- xxviii. The firm/vendor shall not sub-lease the said Park or any part of it to any Third Party failing which the agreement shall be revoked immediately.
- xxix. The firm/vendor shall not sell any tobacco items or intoxicated items within the Park. Any such action would invite termination of the agreement.
- xxx. The firm/vendor shall ensure that visitors should not be allowed to carry disposable water bottle and packaging food within the premise of the Park.
- xxxi. The firm/vendor shall not allow any individual or entity to hold meetings/functions/photo shoot/ film shoot against any fee of any kind within the Park or such an action would revoke the agreement.
- xxxii. The firm/vendor shall not display any kind of banner/hoarding/glow signboard within the Park without prior approval of the authority of Dibrugarh University.
- xxxiii. The firm/vendors should strictly ensure that the bank of the ponds within the campus remains clean and visitors are not to be allowed to litter or throw plastic cups/bottles/bags, packing foods. The dustbins installed at the designated places to be used.
- xxxiv. The firm/vendor shall not utilize the resources of the pond(s) present within the premises of the Park for any commercial purposes or involve any kind of activity, directly or indirectly, that would pose threat to the aquatic animals of the ponds. The firm/vendor shall not rear any aquatic animals in the ponds or such an action would attract penalty or liable to terminate the agreement.
- xxxv. The firm/vendor shall not engage or appoint any individual or employee on behalf of Dibrugarh University. If the vendor/firm is found to be indulged in such an act the agreement shall be liable to be revoked or terminated with immediate effect.
- xxxvi. The firm/vendor shall have no right to claim the property of park or any part of it in future for being maintained or upkeeping it.
- xxxvii. The firm/vendor shall have to submit an affidavit of Rs. 100.00 (Rupees One Hundred) only wherein s/he shall have to declare that s/he has not been blacklisted by any government/semi-government/autonomous body/institution *etc.* for running and maintenance of park.
- xxxviii. Any dispute regarding the agreement or lease of the Dr. Hitendranath Barua Science and Culture Park, Dibrugarh University shall have jurisdiction of Dibrugarh district court.

TECHNICAL BID COMPLIANCE SHEET

Sl. No.	Details of Technical Bid	Submitted (Yes/No)	Remarks (if any)
a.	Covering Letter		
b.	A non-refundable processing fee for Rs. 1,000/- (Rupees Five Thousand only) in the form of a Demand Draft drawn in favour of Registrar, D.U. payable at Dibrugarh		
c.	Experience Certificate copy showing the relevant experience of anytime in the past is mandatory.		
d.	Name of the Directors/ Owners/ Partners/Proprietorship in company/ firm <i>etc.</i>		
e.	E.S.I.C. and up to date payment receipt for the workers engaged to be enclosed		
f.	E.P.F. certificate and up to date payment receipt to be enclosed		
g.	Registration with Government for engaging employees or certificate with regards to engagement of workers/employees as per labour law, Govt. of India, etc		
h.	Profit and Loss and Balance Sheet for March, 2018-19, 2019-20 and 2020-21.		
i.	Copy of PAN and GST details.		
j.	Copy of the I.T. Return (FY 2019, 2020 and 2021) submitted to IT Department or equivalent proof.		
k.	Proposed staff list and qualification of senior and managing staff.		
l.	Satisfactory completion/performance certificates from all contracts completed during the last three years are to be enclosed. Details of all ongoing contracts and already executed contracts during the last three years are also to be furnished.		
m.	Copy of Certificate of Incorporation/Partnership Deed (if any).		

I hereby declare that the above given particulars/details by me are true to the best of my knowledge and I shall be fully liable if the same is found to be false or incorrect. If the above provided details are found to be false or incorrect then Dibrugarh University has every right to take action against me or revoke the agreement.

Date:

Place

Seal and signature of the bidder

FORM-A
FINANCIAL BID

Sl. No.	Monthly rent fee (INR)	Remarks (if any)
1.		

- The price quoted should be indicated only in Indian Rupees

Signature and seal of the bidder

Date:

Place: