



ET-NIT-.....4031.....DT.....17-03-2023.....

**E-Tender Document for “*Selection of suitable Training Partner to conduct Six Sigma Green Belt Certification workshop for MBA second year students at Tezpur University campus in the month of March 2023*”**

**Tezpur University  
Napaam, Tezpur, Assam**

*Paik*  
AP (GAD) IC

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*Pradeep*  
AP (AD) IC

## 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 this workshop is to provide the acquaint the second year MBA students with the working knowledge of Six Sigma methodology and provide them with the hands-on experience of analysing data effectively using process improvement tools. The workshop is also aimed at enhancing career opportunities through successful qualification in the Six Sigma Green Belt certification programme.

Training Partner (TP) for the Six Sigma Green Belt certification workshop must work with the department to develop training modules and deliver the same in a workshop format over 3 days in the month of March 2023. To this effect, Tezpur University would like to invite industry acclaimed firms/organizations having strong relevant experience in conducting Six Sigma Green Belt Certification Programmes 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	17-03-2023
2	Last date for Submission of Queries	29-03-2023
3	Tender/Quotation fee	1000 (One Thousand Only)
4	Earnest Money Deposit	12000 (Twelve Thousand only)
5	Last date and time for submission of Bids	06-04-2023 (2:00pm)
6	Date and Time of opening of Bids	07-04-2023 (2:00pm)
7	Place of Opening of Bids	Tezpur University

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. Partha Pratim Kalita,  
Assistant Registrar, General Administration,  
Tezpur University, Napaam, Tezpur-784028, Assam  
Contact No.: +91-3712-27-3105 (Office)  
Email ID: [parthap@tezu.ernet.in](mailto:parthap@tezu.ernet.in), [snp@tezu.ernet.in](mailto:snp@tezu.ernet.in)

*Partha Pratim Kalita*  
AR (GA)/TZ

## 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 must fulfill the following criteria:
  - a. At least ten years of incorporation in India
  - b. At least two years of experience in Six Sigma Green Belt Certification Workshops (both national and international)
  - c. Should have trained students in top 50 educational institutions of the country (NIRF Ranking)
  - d. Should have conducted Six Sigma Green Belt Certification workshops for corporates and industry bodies.
3. The deputed trainers must be bonafide employees of the tendering organization. Additionally, the trainer(s) must be Six Sigma Black Belt Certified (or higher) and he/she must have worked with Industry Clients on Six Sigma implementation projects. The deputed trainers must possess experience of conducting similar workshops in reputed academic institutions.

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

1. Training Partners must depute Trainers/faculty for conducting a 3-day Classroom based workshop at Tezpur University campus during March 2023. The batch size of second year MBA students is 51.
2. The Training Providers shall be expected to detail the design, organize, conduct and monitor phases of the training workshop. The module of workshop must be pre-approved by the department.
3. The Data Analysis tools/software to be used during the workshop must be provided by the training partner.
4. The workshop structure, course material and exercises on relevant softwares must essentially address the six sigma methodology and equip students with necessary skills
5. Along with the theoretical concepts, the workshop must involve activity-based learning on process improvement tools.
6. The Training Providers shall be responsible for designing and providing training material and practice data sets for the participants.
7. Upon completion of the workshop, the training partner must carry out requisite evaluation for six sigma green belt certification and must provide certificate of completion for the successful students on an individual basis.
8. The Training partner shall be responsible for taking care of the entire travel, hospitality and stay related costs of the trainers in connection with the proposed workshop. The University may ONLY facilitate the stay of the trainers at the University Guest House at official rates (to be paid by the training partner).
9. The basic infrastructural setup (classroom, projectors with computer system, sound system, internet, white boards, markers) will be provided by the department for the workshop. The administered tools/softwares must support basic configuration of laptops/desktops and for carrying out the exercises, the students can use their personal laptops. However, access to such Tools (if any required) need to be provided by the Training Provider. Apart from this, any specialized equipment required for the workshop shall have to be arranged and taken care of by

*Palita*  
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the training partner. Incidental and extra consumable costs (if any) must be borne by the selected training partner.

10. The exact dates for conducting the workshop in March 2023 shall be decided and communicated by the Department of Business Administration. The selected training partner shall be responsible for planning the workshop according to the specified dates.

**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 logistics, travel, local hospitality (boarding and lodging) related costs along with the 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 51 participants (in Indian Rupees) considering all cost components mentioned above 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. Experience of Training Partner in conducting Six Sigma Green Belt Certification Workshops
2. Industry Acceptability of Training Programmes delivered.
3. Track record in terms of conducting workshops globally and on a national basis.
4. Experience of Trainers/Faculty in conducting Six Sigma Workshops
5. Proposed Course Structure and Module
6. Industry value of Certification Provided with the Workshop

*Prabir*  
AR (GAD)/12

**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>	
Years of experience in conducting Six Sigma Green Belt Certification workshops <b>(attach proof)</b>	
Whether the organization has conducted Six Sigma Green Belt Certification workshops for students in educational institutions of repute (NIRF top 50)? If yes, then provide details of each and attach the work order <b>(attach documents)</b>	
Whether the organization has conducted Six Sigma Green Belt Certification workshops for industry practitioners? If yes, then provide details and attach the work order <b>(attach documents)</b>	
Whether the organization has conducted Six Sigma Green Belt Certification workshops at a global level. If yes, then provide details and attach the work order <b>(attach documents)</b>	
Trainer profiles proposed for March 2023 workshop. Present Designation, Six Sigma Black Belt Certification details, work experience with organization and prior training experience <b>(attach business cards, certificates and documents)</b>	
<b>B. Proposed Course Structure of Workshop</b>	
Programme Objectives	

*Prabir*  
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Programme Structure (Details of Modules etc)	
Material Deliverables for students included in Program Cost	
Number of days	<b>3 (Three)</b>
Number of Batches	<b>1 (One)- 51 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 in the month of March 2023, 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 authorized signatory of the firm/party. All the pages should be numbered and properly indexed. If any of the proposal is found to be without proper signature, page numbers and index, it will be liable for rejection.

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

<b>A. Commercials and Workshop Cost (in INR)</b>	
Total Workshop Fee for 51 students (including travel, accommodation, boarding, lodging of trainers and all incidental expenses associated with the workshop) 3 days   1 Batch	
Group Discount (if any)	
GST Amount	
<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 in the month of March 2023, if selected by Tezpur University. Certified that the information provided in the e-Tender Application Proforma is true to the best of our knowledge and all enclosed documents are 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:

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Place:

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