



COTTON UNIVERSITY

Panbazar, Guwahati- 781001

Notice Inviting Expression of Interest

" NI-EOI No. CU/S&P/2025/11 Dt. August 21, 2025 "

EOI is invited from Guwahati based Institute for "Online Coaching" under Civil Service Study Center. The deadline for submission of sealed bid is 2:00 P.M. of September 1, 2025.

For details, visit www.cottonuniversity.ac.in .

S/d, Registrar

Registrar

Cotton University

Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@cottonuniversity.ac.in

Expression of Interest (EOI)

"EOI No. CU/S&P/2025/11 Dt. August 21, 2025"

Cotton University invites **Expression of Interest (EOI)** from reputed Guwahati-based Institutes for providing **Online Coaching services** under the **Civil Service Study Centre** of the University.

The engagement will be for a **period of one (1) year**, which may be extended based on the quality of services provided by the selected institution and the feedback received from participants.

- **Scope:** Online Coaching for Civil Services aspirants
- **Duration:** 1 year (extendable)
- **Contract Value:** ₹2.5 Lakhs (inclusive of all applicable taxes, duties, etc.)

Interested institutes are requested to submit their EOI along with relevant documents showcasing their credentials, experience in online coaching for competitive examinations, faculty details, and infrastructure capabilities.

The sealed cover must be super-scribed as **"Online Coaching Services under Civil Service Study Centre, CU :: NIB No. CU/S&P/2025/11 Dt. August 21, 2025"** and addressed to **"The Registrar, Cotton University, Guwahati-781001, Assam"**. The sealed cover containing the bid must be submitted during office hours **on or before 2.00 P.M. of September 01, 2025** in the **drop-box** arranged for the purpose. Bid opening might be done on the same day at **3:00 P.M.** in presence of the intending institute s.


Registrar
Cotton University

Memo No. CU/~~GAD~~/2023/301/4969-74

Dated 21/08/25

Copy for information and necessary action to:

1. The Director, Directorate of Information and Public Relations, Government of Assam; is requested to arrange for publication of the abstract ad {soft copy enclosed} of this notice in the immediately next issue of 'The Assam Tribune' and 'Amar Asom', as well as submit the invoice in triplicate format for claiming the release of payment.
2. The P.S. to the Vice Chancellor to appraise the matter to Hon'ble Vice Chancellor, C.U.
3. The Finance Officer, Cotton University
4. The Systems Manager, Cotton University; is requested to arrange for uploading/posting of this bidding document in the University's website
5. The University's notice board
6. The office file concerned


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1. Terms and Conditions:

The following terms and conditions, which are the minimum criteria for the intending institute, shall apply herein:-

- i. No of Classes to be taken per week: 5 (2 hours per class).
 - ii. Timing of the classes: Evening or as per the convenience of the participants.
 - iii. The institute should have been operational for the **last 5 years**
 - iv. The institute must have sufficient **faculty members (at least 20)**, with **minimum of 4 years of experience**.
 - v. The institute must have produced a **minimum of 500 successful results** in various **Civil Services Examinations**.
 - vi. The institute must have had a **minimum of 3,000 student enrolments** in the **last 5 years**.
 - vii. The institute must have signed **at least 10 Memorandum of Understanding (MOUs) or contract orders** with **colleges or universities within Assam**.
 - viii. The institute must have **prior work experience** with **colleges affiliated under SITA (State Innovation and Transformation Aayog)**.
 - ix. The institute must have its **own mobile application** available on **both Android and iOS platforms**, with a **minimum of 10,000 downloads**.
 - x. The institute must have up-to date Trade License, GST & MSME Udyam Registration.
 - xi. The institute **must not be blacklisted** by any **Government Department or Organization**.
- 1.1. Proposals or Expressions of Interest (EOIs) **submitted without valid documentation** supporting any of the above criteria **shall be deemed invalid and will be summarily rejected**.
 - 1.2. **Mere submission of the bid/EOI does not confer any right** on any eligible intending institute **for being selected as a successful intending institute** and to subsequently obtain the **Award of Contract (A.O.C.)/Purchase Order (P.O.)**.
 - 1.3. **Non-conformity** to any of the stipulated **terms and conditions** and/or non-submission of any of the documents/ testimonials/ fees etc., reference of which is made in the '**Enclosures-cum-Checklist**' Section, shall amount to the bid being '**incomplete**' thereby **disqualifying the intending institute** owing to which their **bid shall not be considered, but instead, summarily rejected**.
 - 1.4. The **bid shall be rejected if:-**
 - (i) the authenticity of any of the supporting documents is found to be fabricated or false or untrue or incorrect or forged or deceitful; or
 - (ii) the intending institute is found to have been blacklisted by any government/ non-government organization/ Public Sector Undertaking in the preceding three(3) years; or
 - (iii) the intending institute is convicted, punished, charge-sheeted in a criminal case involving moral turpitude; or
 - (iv) the intending institute tries to canvass the process or influence any official of the University, in any manner whatsoever; or
 - (v) the bid or any part of it is found to be conditional or contradictory in nature and interpretation.



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- 1.5. If, at a later date, it is found that any of the information, documents, testimonials or certificates submitted by the successful intending institute is **wrong/ forged/ fake/ false/ manipulated**, then the "Contract" shall stand cancelled with immediate effect .
- 1.6. Cotton University reserves the **right to amend or withdraw any of the terms and conditions and also update/ modify/ relax/ waive/ supplement the minimum criteria/requirements at any point of time**. The University also reserves the **right to accept the offers in full or in parts or reject the same summarily or partly**. Additionally, the University reserves the **right to accept, consider or reject any or all of the offers without assigning any reason in lieu thereof**.
- 1.7. The Registrar, Cotton University or any officer/official authorized by the University, shall have the discretion to **review or ascertain and enforce due and proper observance of the laws, rules and regulations**. The officer(s)/official(s) so authorized by the University, or the Registrar, may by himself, **investigate into any complaint** in the case of any default on the part of the successful intending institute vis-à-vis terms and conditions of the bid. **No intending institute shall be allowed to be represented by any legal expert during the course of any mutual discussion, consultation, investigation, enquiry, appeal or any other proceeding** conducted by or before any officer/official of the University against the intending institute .
- 1.8. In the event of any **ambiguity or dispute or difference between the parties involved** relating to or concerning the **interpretation of the supply contract/ Purchase Order** or any **alleged breach** thereof or any **matter relating to the contract or the bid/RC**, the same shall be settled by the parties concerned, as far as possible, **by mutual discussions and consultations** between themselves. The dispute shall be so settled only when the same has arisen during subsistence of the RC and that the **decision taken by the Registrar, Cotton University shall be final and binding** on all parties concerned.
- 1.9. The **law of the land shall apply** to the Rate contract arising out of this bid. **All disputes** in this connection and all matters arising out of the RC shall be **settled exclusively in the courts falling under the jurisdiction of Kamrup Metropolitan district authority**.

Name & Address of the Intending institute :

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Contact Number & E-Mail ID (s) of the Intending institute :

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Type of Business Entity of the Intending institute [Proprietorship/Partnership/Company]:

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Full Name {in BLOCK Letters} of the Authorized Signatory:

Full Signature of the Authorized Signatory with Date:

Office Seal/Stamp:


Registrar
Cotton University
Panbazar, Guwahati-781001, Assam