

**Annexure - 4**

**CHECK LIST OF SUPPORTING DOCUMENTS**

<b>Sl. No.</b>	<b>Document</b>	<b>Yes/No</b>
1.	Registration Certificate	
2.	DIPP Registration Certificate	
3.	Experience Certificate	
4.	Undertaking regarding International Collaboration	
5.	Partnership Agreement/MoU with foreign Institution	
6.	Proof of well established office in Assam	
7.	Affidavit regarding not have been blacklisted	
8.	Certificate for 3 years experience	
9.	Brief Write up	
10.	Eligibility Write up	
11.	Undertaking	
12.	GST registration Certificate	
13.	IT Return for 3 years	
14.	PAN Card	
15.	Partnership Deed if applicable	
16.	Power of Attorney	

**CHECK LIST OF FORMATS**

<b>Sl. No.</b>	<b>Document</b>	<b>Yes/No</b>
1.	Covering Letter	
2.	Company Profile	
3.	Financial Details	

**Annexure - 3**  
**Financial Details**

(To be submitted duly signed by Statutory Auditor of the Consultancy firm on their letterhead)

Annual Turn over Details from Consultancy service only

S. No	Years	Turn over Details In INR
A	2021-22	
B	2022-23	
C	2023 –24	
For 2022-24	Average Annual Turnover (A+B+C)/3	

**Annexure -2:**  
**Company Profile**

#	Information	Details
1	Name of responding Consultancy firm (Firm/Company):	
2	Complete Address of responding Consultancy firm (Firm/Company):	
3	Name, Designation and Address of the contact person to whom all references shall be made regarding this EoI:	
4	Telephone number of contact person:	
5	Mobile number of contact person:	
6	Fax number of contact person:	
7	E-mail address of contact person:	
8	Status of consulting Firm/Company(Public Ltd., Pvt. Ltd., LLP etc.)	
9	Firm/Company Registration Number (Enclosed Certificate)	

Note: Consultancy firm can include brief Introduction of the firm/company herewith (within 1000 words).



**Annexure -1**  
**Covering Letter**

(To be submitted on the letter head of the applicant)

To,

Date:

Chairman  
Pollution Control Board, Assam

Sub: Submission of EOI for Consultancy service to implement “ **The Chief Minister’s Green Fellowship Programme, 2024**”

Ref: EOI Notice vide No. PCBA/G-208/24-25/04 dated \_\_\_\_\_

Dear Sir,

With reference to the above, we would like to submit our EOI proposal to offer the said consultancy services to the PCBA Assam, Bamunimaidam, Guwahati- 21 as per the requirements mentioned in the EoI Notice. We hereby declare that:

- I. All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the PCBA
- II. We meet the eligibility requirements as stated in this EOI Notice, and we confirm our understanding of eligibility criteria.
- III. Our Proposal is binding upon us and subject to any modifications/amendments by the PCBA.
- IV. We understand that the PCBA has discretionary power to accept or reject any proposals and is not bound to disclose the reason behind.

Thanking You,

yours sincerely,

Signature of Authorized Person \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Applicant’s Firm/Company \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

(Seal should be attached)

1.		Outbound and Inbound Flight fare (Economy Class)	
		Lodging Cost	
		Cost of Foods	
		Visa Charges for Internship	
		Laboratory & Mobility Fees	
		Service Provider Charges	
		Total Amount per Student (Rs)	

**Note:**

- ESP may also suggest some other Institutions which will be finalized by the Department.
- ESP will be selected on the basis of Price Bid which will be evaluated based on the quoted Total Average Amount as above Serial No. 1 & 2.

**5. Earnest Money Deposit and EOI document Cost:**

- The Applicant shall deposit Earnest Money (EMD) in the form of Bank Draft in favor of "Pollution Control Board, Assam" for an amount of **Rs. 20,000.00** at the time of submission of proposal. The EMD of unsuccessful bidder will be refunded without interest within a period of 30 days after opening of financial proposal. The EMD of the selected Education Service Provider will be refunded without interest on receipt of performance security.
- Cost of EOI document: Rs 2000/- (Non-refundable) to be deposited in the form of Bank Draft in favour of Pollution Control Board, Assam.

**6. Mode of Payment and Payment Terms**

Education Service Provider agency will raise the bill on completion of the Green Fellowship programme enclosing proper U.C. & SOE for payment.

**7. OBLIGATIONS OF POLLUTION CONTROL BOARD, ASSAM**

The POLLUTION CONTROL BOARD, ASSAM shall provide such reasonable assistance as may be required to the Education Service Provider agency in order to carry out the assignment.

**8. JURISDICTION**

All matters relating to this EOI shall remain under the sole jurisdiction of the Courts at Guwahati (Assam)

No. PCBA/G-208/24-25/16-A / 1352  
Copy:

- 1) Member Secretary, PCBA-for information.
- 2) EOIT- directed to upload in the Board's website.

(Arup Kumar Misra)  
**Chairman, PCBA**

Dated Guwahati the 27<sup>th</sup> Aug, 2024

(Arup Kumar Misra)  
**Chairman, PCBA**



- xii. A duly signed undertaking of willingness to act as the consultant, if so selected by Pollution Control Board, Assam.
- xiii. GST Registration Certificate.
- xiv. IT Returns for last 3 years.
- xv. PAN Card.
- xvi. Partnership Deed in case of Partnership firm.
- xvii. Power of Attorney if applicable.

### 3. GENERAL CONDITIONS

- i. EOI is liable to be rejected if complete information is not provided as required. The proposal shall be filled in by the agency neatly and accurately. Any corrections or overwriting would render the proposal invalid. Conditional offers which are not in conformity to the prescribed document will be summarily rejected. The EOI document should be duly signed on every page including annexure.
- ii. All the terms and conditions as stated in the EOI, Annexure and Acceptance conveyed by Pollution Control Board, Assam will constitute the contract between the Education Service provider and Pollution Control Board, Assam
- iii. The offer would be selected on the basis of qualifying criteria and lowest quoted amount per student intern as per the format given in Clause VIII.
- iv. The selected agency is expected to commence the Assignment on the date and at the location to be specified in the work order to be issued by Pollution Control Board, Assam as per its requirement & on the term & conditions specified.
- v. The Education Service Provider will be engaged for taking the assignment of the “Chief Minister’s Green Fellowship Program, 2024” in reputed foreign Institutions/Universities.
- vi. After award of the contract, any minor changes in the terms and conditions of implementation can be agreed upon mutually in writing with proper justification.

### 4. FINANCIAL IMPLICATIONS

**Financial support will be provided to the consultant/education service provider against the bills quoted.**

- v. The Education Service Provider/Consultant will quote for implementing of the, “Chief Minister’s Green Fellowship Program, 2024” in the format given below:

Sl. No.	Suggested Names of Foreign Universities/ Institutes where the programme shall be conducted	Particulars of Services	Total Average Amount per Student (Rs.)

**h. Selection Procedure of the students:**

PCBA shall constitute a central selection committee for conducting the selection process of students, which includes shortlisting of students as well as viva voce. If need arises students may also be selected through nomination process based on the criteria by the Head of the institution. A member of Service Provider shall also be a part of the Selection committee.

**i. Arrangement of Fund:**

The required fund shall be arranged by the Govt. of Assam Environment and Forest Department against budget allocation for 2024-25(Head of Account 2406-01-800-5327-FR1-32-99-SOPD-G). The Service Provider shall be liable to submit the Bill, UC/SOEs to the Govt. of Assam through the Pollution Control Board, Assam.

**2. ELIGIBILITY CRITERIA FOR THE SERVICE PROVIDER AND REQUISITE DOCUMENTS:**

Applications EOI must be accompanied with the following documents:

- i. The Applicant must be a registered firm/company having a well established Office in Assam. Authentic documents must be enclosed.
- ii. The applicant must be registered under DIPP, Govt. of India: Registration certificate must be enclosed.
- iii. Copies of experience certificate issued by Government/ Semi-Government /PSU regarding implementing foreign internship/training.
- iv. Firm/Company must have proven experience of undertaking similar work with international collaboration in different fields will be preferred. (Evidences to be attached).
- v. Partnership agreement/ MoU with foreign Institution/University.
- vi. The Education Service provider agency must be a registered firm/company having a well established office in Assam. **(Proof of existence such as rent agreement, experience certificate with government institutions, Partnering proof with foreign institution, past experience/ certificate of incorporation etc.should be furnished)**
- vii. The firm/agency should have not been blacklisted or debarred by any Government Organization/PSU etc. The firm/agency may furnish an affidavit to this effect.
- viii. ESP must have minimum of 3years experience in the similar field. Certificate of experience must be enclosed.
- ix. Must be registered under DIPP, Govt. of India
- x. A brief write-up on the consultant along with their qualification, experience, key-persons to be involved, office details, contact details, any other relevant information, etc.
- xi. A brief note on how the consultant will be useful and helpful as ESP for organizing the Chief Minister's Green Fellowship Program, 2024.



**f. Scope of Work:**

- i. Service Provider will have to undertake complete responsibility covering all aspects of the "Chief Minister's Green Fellowship Program, 2024" with due approval from POLLUTION CONTROL BOARD, ASSAM.
- ii. The Service Provider will submit a list of proposed Universities with areas of Internship to PCBA for consideration and approval.
- iii. The Service Provider should ensure that the areas of Internship should be relevant to Civil, Chemical, Environmental & Mechanical branches of Engineering/ Environmental Science/ B.Sc Courses offered in the Government Colleges/Institutions of Assam for Chemistry/ Botany/Zoology honours course.
- iv. It is far to expect that both the parties will adequately maintain the transparency of the entire works and calibrate all actions accordingly by publishing in local newspapers as well as local dailies.

**g. Responsibility of Service Provider:**

- i. The Educational Service Provider i.e. Service Provider will have to arrange for the "Chief Minister's Green Fellowship Program, 2024" for 55 nos. of Undergraduate Students and 5 nos. of PCBA's Official as selected by PCBA in a foreign reputed University/Institution at Kuala Lumpur, Malaysia.
- ii. The Service Provider will have to identify and arrange a reputed University/Institution for imparting internship to the select undergraduate Science/Engineering students.
- iii. The Service Provider will have to undertake complete responsibility covering all aspects of the Overseas Internship.
- iv. The Service Provider will have to negotiate with the foreign Universities/ Institutes/ Professors in the relevant field of Science/Engineering with respect to terms and conditions as required for the Overseas Internship.
- v. The Education Service Provider will be responsible for the Outbound and Inbound Air Ticketing, Travel Insurance, Visa, Accommodation, food, hospitality and medical facilities as and when required.
- vi. The Education Service Provider shall ensure the safety of the students selected for internship in the identified Universities/ Institutes abroad.



## **1.PROGRAMME DETAILS:**

### **a. Purpose of the programme:**

“The Green Fellowship Programme” focus to empower young aspirants in world-class universities to undergo 2 to 3 (two to three) weeks training program on Environmental Sustainability and Innovative Solution in aligned with NEP 2020. The programme is designed to provide a platform to passionate young individuals who are committed to environmental conservation, renewable energy, biodiversity protection, and other aspects of sustainable living.

### **b. Objectives:**

- i. To engage the selected candidates in summer/winter for 2 to 3 weeks to carry their internship in world class Institutions/Universities.
- ii. To encourage the students to choose a career in R&D field Pertaining to the Environmental Sustainability and Innovative Solutions.

### **c. Mission:**

The mission of the Green Fellowship is to foster a vibrant and diverse Green Workforce that will lead Assam as well as the nation as a whole in sustainable development, creating a positive impact in our communities and throughout the state. To accomplish this, the “Chief Minister’s Green Fellowship, 2024” is a meaningful vehicle.

### **d. Vision**

Through hands-on experience, professional development training, and meaningful connections, we strive to empower fellows to become leaders in the environmental field, within their communities, and beyond.

### **e. Expected Outcome:**

- i. After successful completion of the programme, the Green Fellows will run state wide campaign for raising environment awareness in similar domain towards framing net zero 2070.
- ii. Integrating climate change adaptation into sustainable development shall be possible.
- iii. The global context of integrated regional assessment shall be achieved.
- iv. Innovative solutions for Urbanization and the challenges of Environmental issues shall be possible.



**Pollution Control Board, Assam**  
(Department of Environment & Forests, Government of Assam)

**অসম প্রদূষণ নিয়ন্ত্ৰণ পৰিষদ**  
(অসম চৰকাৰৰ বন আৰু পৰিৱেশ বিভাগ)

NABL Accredited Testing Laboratory : Certificate No. TC-11384



No. PCBA/G-208/24-25/16

Dated Guwahati the 27<sup>th</sup> Aug, 2024

**DETAILED NOTICE FOR EXPRESSION OF INTEREST (EOI)  
FOR ENGAGING EDUCATION SERVICE PROVIDER FOR IMPLEMENTATION OF  
“CHIEF MINISTER’S GREEN FELLOWSHIP PROGRAM, 2024”**

The Pollution Control Board, Assam under the aegis of Govt. of Assam shall launch a Green Fellowship Programme namely “ **The Chief Minister’s Green Fellowship Programme, 2024**” tentatively in the month of September/October, 2024 for 60 (sixty) numbers of high achieving undergraduate students of Government/ Government Provincial Colleges/ Institutions of Assam to undergo 2 to 3 (two to three) weeks internship training on Environmental Sustainability and Innovative Solutions in a reputed foreign Institution/ University on the occasion of celebration of Golden Jubilee Year of the Pollution Control Board, Assam.

Therefore, Pollution Control Board, Assam is pleased to invite EOI from eligible firm/companies to engage consultant to implement the “Chief Minister’s Green Fellowship Programme, 2024” in reputed foreign institutions. Eligible and interested firm/companies having experience in similar domain may submit EOI for the work. Proposal must be submitted with the duly filled up prescribed format pertaining to the following:

- Covering Letter
- Company Profile
- Financial Details
- Supporting Documents for eligibility criteria.(refer Sl No: 2)
- Eligibility Criteria Compliance Document Submission Checklist

EOI must be submitted in hard copy to the address mentioned below by 2.30PM, of 10/09/2024.

**Pollution Control Board, Assam  
Head Office, Bamunimaidam ,  
Guwahati-21 (Assam)**

The envelope containing the EOI should be superscribed as “**Expressions of Interest for Green Fellowship Program**”.

Note: - All pages should be indexed and numbered properly