Expression of Interest for
"Shortlisting of Tea 4.0 Solution Deployment Partners by Tocklai Tea Research Institute"

EOI No. TRA/2026/Tea4.0/01 Dated: 04/11/2026

BY

THE DIRECTOR,
TEA RESEARCH ASSOCIATION,
TOCKLAI TEA RESEARCH INSTITUTE,
JORHAT- 785008

EOI NOTICE

EOI No: TRA/2026/Tea4.0/01 **Dated: - 04/11/2026**

Tocklai Tea Research Institute, Jorhat, a constituent unit of the Tea Research Association, hereafter referred to as TRA TOCKLAI, invites sealed Expressions of Interest (EOI) from eligible and interested organisations for the **Shortlisting of Tea 4.0 Solution Deployment Partners**. The details, eligibility criteria, terms and conditions, and other relevant information are provided in this document.

Sl. No.	Particulars	Details
1.	Name of Work	**Shortlisting of Tea 4.0 Solution Deployment Partners By Tocklai Tea Research Institute**
2.	EOI Document	Can be Downloaded from the website www.tocklai.org/
3.	Office of issue:	The Director, Tea Research Association, Tocklai Tea Research Institute, Jorhat- 785008
4.	EOI Document available from	10:00 Hrs. on 04/11/2026
5.	Last date and time for submission of EOI Response	Upto 1500 Hrs. on 20/11/2026 at the office of TRA TOCKLAI
6.	Date and time of opening of EOI Responses	1530 HRS on 20/11/2206
7.	Cost of EOI document	Nil
8.	Earnest Money Deposit (EMD)	Nil at EOI stage
9.	Validity of EOI Response	180 days from the last date of submission
10.	Mode of submission	Sealed hard copy along with soft copy (PEN Drive) at the address mentioned in bid documents.
11.	Queries	In case of any query, the bidders should send such queries through email on **director@tocklai.net**

TRA TOCKLAI reserves the right to change the above dates at its discretion.

Sd/-
Director

Place: Jorhat
Dtd**: 04/11/2026**

GLOSSARY/DEFINITIONS/ABBREVIATIONS

The words and expressions beginning with capital letters and defined in this document shall, unless repugnant to the context, have the meaning ascribed thereto herein.

ABBREVIATIONS	DETAILS
TRA Tocklai	Tocklai Tea Research Institute of the Tea Research Association
Addendum	Any changes in EOI document in response to pre-submission queries duly approved by the Competent Authority of
Assignment	Assignment/ Job means the work to be performed by the selected Bidder pursuant to the agreement to be executed after the subsequent tender.
Bidder	Bidder means the Individual firm or the Consortium members who participate in this EOI and submits its EOI Response and their subagents / representatives who help in delivery of obligations under this EOI and related agreements etc. for purposes of submitting declarations related to this EOI, they could be lead member of the Consortium.
Commissioning	"Commissioning" means successful completion of all deliverables related to the scope of work as defined in the EOI documents.
Competent Authority	Director, Tea Research Association
Terms of Reference (TOR)	Terms of Reference (TOR) means the document included in the EOI which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Project Authority and the agencies, and expected results and deliverables of the Assignment/Job.
Industry 4.0	Industry 4.0 is revolutionizing all sectors of Economy through tools like Digital Designing, 3D Printing, Internet of Things (IoT), cloud computing and analytics, AI and machine learning, Robotics, Digital Twin and collectively form the basis of Industry 4.0/ Frontier Technologies.
MSE	Micro and Small Enterprises as defined under the Micro, Small and Medium Enterprises Development Act, 2006
Applicant	Has the same meaning as Bidder

DISCLAIMER

1. TRA TOCKLAI makes no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way for participation in this BID Stage.

2. TRA TOCKLAI accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused, arising from reliance of any bidder upon the statements contained in this EOI. TRA TOCKLAI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI.

3. Issuance of this EOI does not imply that TRA TOCKLAI is bound to select a bidder or to appoint the selected agency or bidder, as the case may be, for the Project and it reserves the right at any stage to stop/scrap the EoI process, at its sole discretion, without assigning any reason. Furthermore, this EoI confers neither the right nor an expectation on any company to participate in the proposed Project. TRA TOCKLAI may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EoI Document.

4. This EoI Document may not be appropriate for all persons, and it is not possible for TRA TOCKLAI to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EoI Document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EoI Document and where necessary obtain independent advice from appropriate sources. TRA TOCKLAI makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the EoI Document. It must be noted that while all the information and data regarding this project, to the best of TRA TOCKLAI's knowledge, is accurate within the considerations of scoping the proposed contract, has been provided in this document and TRA TOCKLAI holds no responsibility for the accuracy of this information and it is the responsibility of the Bidders to check the validity of data included in this document. Each Bidder must make an independent evaluation of the scope of work. No Bidder can hold the Competent Authority responsible for non-understanding of the scope of work. The process is fully in public domain and no separate information shall be given to any Bidder by the Competent Authority on this account.

5. The prospective Bidders are advised to acquaint themselves and are presumed to be fully aware of the local work conditions in general. No dispute regarding the local and surrounding conditions, geographical or political shall be entertained by the Competent Authority. The Competent Authority shall only endeavor to make the conditions as congenial and favorable for carrying out the Project as possible within its power and day to day affairs shall be managed by the selected Bidder at their own cost and risk.

SECTION – I

GENERAL INSTRUCTIONS TO BIDDERS

1. **ELIGIBILITY CONDITIONS FOR BIDDERS:** The following criterion shall be met by the Bidders who intend to participate in this EOI and only those Bidders who qualify the following conditions, need submit the proposal

1.1 **General Eligibility:** This EoI is open for participation to either a single entity/ consortium which can be Proprietorship, Partnerships / Limited Liability Partnerships, Companies registered under Companies Act under applicable laws of India.

1.2 **Registration Documents:** The entity must be registered under the same name and produce a copy of any one registration document be it RoC Registration Certificate / PAN Card / GST Registration. For purposes of bidding, an entity with a particular PAN Number shall be treated as one entity and Entities with different PAN Number shall be treated as different entities.

1.3 **Consortium EOI Responses:** Consortium EOI Responses are allowed with a maximum of 3 members in a consortium. The EOI documents need to be submitted on the letterhead of the Lead Partner only.

1.3.1 The consortium EOI Responses shall be submitted by the Lead Bidder on the letterhead of the Lead bidder of that consortium.

1.3.2 A start up wanting long term incubation / collaboration support from Tea Research Institute can be part of a consortium.

1.3.3 The consortium undertaking has to be signed by all the consortium partners as per the format given at **Annexure II.**

1.4 **Mandatory Criteria for Applicants**:

1.4.1 **Turnover:** Must have an average annual turnover of **Rs 5 Crores** in the last three audited financial years. The applicant to enclose a CA Certificate and balance sheet of the company.

1.4.2 **Prior Deployment of Industry 4.0 Solutions**: The bidder must have deployed Industry 4.0 Solutions for State / Central Government / Public Sector Enterprises of State / Central Government / Government Universities or Autonomous Institutions / Financial Institutions. The bidders have to attach work order of the same in the EoI Response Documents.

1.4.3 **Training & Outreach Experience** – The applicant must have had a work order for training and outreach activities / workshops / hackathons / competitions in the area of Industry 4.0. / Frontier Technologies in India. The EoI applicants will have to provide documentary proof of the same.

2. **GENERAL INSTRUCTIONS RELATED TO EOI:**

2.1 The EOI document can be downloaded from the website www.tocklai.org .

2.2 The EOI documents shall be submitted only as per the enclosed format(s) along with all Annexures. Self-attested documentary proof(s) in respect of the details furnished in the EOI form shall be submitted along with the application.

2.3 The EOI documents shall be serially numbered and indexed in details by the Bidders.

2.4 The EOI shall be signed by the authorized person (s) of the firm. All pages of the documents shall be numbered & arranged as per the instructions.

2.5 The EOI shall be in English language only. Applicants shall provide certified English translations of any documents forming part of the EOI which are not originally in English language, in which case, for the purpose of interpretation of the EOI, the English translation shall govern.

2.6 The Bidder shall bear all its costs associated with or relating to the preparation and submission of this EOI including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required for the bid submission process. TRA TOCKLAI shall, in no case, be responsible or liable for any such cost, whatsoever, regardless of the outcome of the EoI process or its abandonment by TRA TOCKLAI.

2.7 Amendments/ Corrigendum, if any, shall be published only on www.tocklai.org. Bidders are requested to keep visiting these websites for amendments/ corrigendum, and no separate intimation shall be sent to individual Bidders.

2.8 TRA TOCKLAI/TRA TOCKLAI reserves the right to ask for additional documents and details, if the need arises.

3. PREPARATION OF EOI RESPONSES:

3.1 **Language and Currency of EOI Response:** Only in English Language. The currency for the purpose of the Proposal shall be the Indian Rupees (INR).

3.2 **Format of EOI Response Documents:** This shall be as per the **format in Annexure I** of this document.

3.3 **Sealing & Marking of EOI Responses**:

3.3.1 Envelope Header Marking: **"Shortlisting of Tea 4.0 Solution Deployment Partners by Tocklai Tea Research Institute.**

3.3.2 **The response documents along with PEN Drive of soft Copy of EOI Response Documents should be put inside the envelope and sealed**.

3.4 This should be submitted at the following address:

The Director,
Tea Research Association,
Tocklai Tea Research Institute,
Jorhat- 785008

3.5 The footer on the Envelopes mentioned above should mention – Submitted By: "Name, Address of the Bidder"

3.6 The EOI offer shall indicate the name and address of the Bidders to enable TRA TOCKLAI to return the EOI Response unopened in case it is declared 'late' or rejected.

4. DEADLINE FOR SUBMISSION OF EOI RESPONSES AND EOI OPENING VENUE:

4.1 EOI Responses must be received by TRA TOCKLAI at the specified address not later than the time schedule mentioned in the EOI documents i.e. latest by the date and time mentioned in this EOI. EOI received post the cutoff date and time shall be summarily rejected.

4.2 Any EOI Responses delivered/received later than that or delivered at any other address shall be summarily rejected.

4.3 The date of submission shall not be extended under any circumstances.

4.4 **Venue of EOI opening:** EOI Responses will be opened at **Tea Research Institute, Jorhat** on the date and time as indicated in the EOI documents in presence of Bidders or their representatives who wish to attend the EOI opening.

4.5 **Late EOI Responses**: Any EOI Response received by TRA TOCKLAI after the prescribed time for submission of the EOI Response shall be rejected and returned unopened to the Bidder. The list of late EOI Responses shall be published on the website of TRA TOCKLAI.

5. **REJECTION OF ANY OR ALL EOI RESPONSES/ANNULMENT OF EOI PROCESS:** TRA TOCKLAI reserves the right to reject any/all responses to EOI without assigning any reason thereof and without incurring any liability to the affected Bidder(s).

6. **CLARIFICATION ON SUBMITTED EOI RESPONSES:** To assist in the examination, evaluation, and comparison of EOI Responses, TRA TOCKLAI may, at its discretion ask the Bidder for any clarification(s). The request for clarification and the response shall be in writing and no change in the EOI offer shall be sought, offered or permitted.

7. **GOVERNING LAW AND JURISDICTION:** This EOI and the selection process shall be governed by the laws of India. The EOI shall be subject to exclusive jurisdiction of courts at **Jorhat** only.

8. **VALIDITY OF EOI RESPONSE:** The EoI response shall remain valid for a period of 180 (one hundred and eighty) days from the last date of submission. In exceptional circumstances, TRA TOCKLAI may request the Bidders to extend the validity for a further specified period. The request and the responses thereto shall be made in writing.

9. **COST OF EOI DOCUMENT AND EARNEST MONEY DEPOSIT:** No cost of EoI document and no Earnest Money Deposit (EMD)/Bid Security is payable at the EoI stage. Bid Security, Performance Security and other instruments, along with the exemptions available to eligible Micro and Small Enterprises and Startups under the policies of the Government of India in force at that time.

10. **EVALUATION AND SHORTLISTING:** EoI responses shall be evaluated as under:
10.1 EOI Responses shall be examined by an Evaluation Committee constituted by the Competent Authority for compliance with the eligibility conditions and mandatory criteria at Clause 1.
10.2 TRA TOCKLAI may invite Bidders whose responses are found compliant to make a presentation of their proposed training offerings before the Evaluation Committee, at their own cost, on a date and time to be intimated.
10.3 The outcome of this EOI shall be notified on TRA TOCKLAI Website with the name of the empaneled bidders.

11. **CONFLICT OF INTEREST:** A Bidder shall not have a conflict of interest that may affect the fairness of the EoI process. A Bidder shall be deemed to have a conflict of interest if, inter alia, it (a) has controlling shareholders or common directors with another Bidder; (b) has the same legal representative as another Bidder for the purposes of this EoI; (c) is in a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the response of that Bidder; or (d) has participated as a consultant in the preparation of the design or technical specifications of this project. No entity shall submit more than one EoI response, either individually or as a member of a consortium.

12. **DECLARATION REGARDING BLACKLISTING/DEBARMENT:** The Bidder (and each member, in the case of a consortium) shall not be blacklisted or debarred by any Ministry/Department of the Government of India or of any State Government, or by any Public Sector Undertaking or autonomous body thereof, as on the last date of submission of the EoI response. A self-declaration to this effect shall be furnished. A Bidder found to have furnished a false declaration shall be disqualified and shall be liable to action under applicable law.

13. **CONFIDENTIALITY:** Information relating to the examination, clarification and evaluation of EoI responses shall not be disclosed to Bidders or to any other person not officially concerned with the process. Any attempt by a Bidder to influence TRA TOCKLAI in the evaluation of EoI responses shall result in rejection of its response.

SECTION – II

SCOPE OF WORK

14. **ABOUT TRA TOCKLAI:** The beginning of a new era of tea research in India was marked by the establishment of the Scientific Department of Indian Tea Association (ITA) in the year 1900. This was consolidated with the creation of the Tocklai Experimental Station in 1911. he formation of the Tea Research Association (TRA) in 1964 with Tocklai at the centre of all activities further expanded the horizon of tea research to cover the entire Northeast India. Research on all aspects of tea cultivation and processing is carried out at the Tocklai Tea Research Institute, Jorhat, the oldest and the largest research station of its kind in the world. Transfer of technology to its member estates is carried out through its advisory network covering 1,076 tea estates occupying 341,049 hectares (1,317 sq mi) of land spread over The South Bank, North Bank, Upper Assam, Cachar, Tripura, Dooars, Darjeeling and Terai. Tocklai has its regional R & D Centre at Nagrakata, West Bengal. The organisation undertakes basic and applied research on tea cultivation and processing for northeast India. A large chunk of the research work is carried out at Tocklai, while area-specific research for Dooars is carried out at NBRRDC, Nagrakata. Research on pharmacological properties of black tea is carried out at Kolkata and other institutes across India with collaborations. The technologies developed through R&D activities is disseminated to the member gardens through a wide network of advisory personnel who conduct regular hands-on demonstrations as well as workshops. The activities of TRA TOCKLAI can be seen on the website www.tocklai.org.

15. **SCOPE OF WORK:**

15.1 Through this EOI, TRA TOCKLAI intends to identify potential partners who can assist TRA TOCKLAI in Design, Planning, Execution and deployment of solutions to improve the quality / productivity and efficiency of Tea Economy as well as support Micro Enterprises based on Tea Economy with help of Industry 4.0. Tools. TRA TOCKLAI wishes to Industrial Scale deployments with platforms which are robust and scalable hence Pilots experimentations are not the objective of the EOI.

15.2 **Roles & Responsibilities**:

15.2.1 **Empanelled Bidder(s):**

15.2.1.1 Provide technical resources and toolkits for project design, execution and related training and capacity building on Industry 4.0 Tools impacting Tea Economy.

15.2.1.2 Help TRA TOCKLAI to strengthen the R & D Ecosystem to help it over issues of rising cost, impact of climate change as well align supply chain with global demand.

15.2.1.3 Generate business leads for TRA TOCKLAI and provide technical resources for presentation / client engagement.

15.2.1.4 Assist TRA TOCKLAI for certification of training courses on Industry 4.0 / Frontier Technologies.

15.2.1.5 Assist in Branding and Marketing of the Tea Economy to niche premium markets / Gen Z & X.

15.2.1.6 Assisting in sourcing budget and funds for deployment of such solutions.

15.2.2 **TRA TOCKLAI:**

15.2.2.1 Seek assistance from Government / Industry / Financial Institutions / CSR and other initiatives in support of these initiatives.

15.2.2.2 Marketing assistance for offering such courses in CPSE / Government Ecosystem.
15.2.2.3 Deployment of such solutions.
15.2.2.4 TRA TOCKLAI will onboard experts from Industry 4.0 Innovation Center (I4IC) in such deployments.

15.3 **Revenue Model:**

15.3.1.1 Preparation of cost estimates and revenue sharing as per roles and responsibilities with the successful bidder. This shall be finalized on a case-to-case basis.
15.3.2 TRA TOCKLAI shall enter into revenue sharing mode with the shortlisted bidder which shall be determined by the respective roles and responsibilities.

15.4 **Others:**

15.4.1 The EoI responses shall be evaluated by an Expert Committee consisting of TRA TOCKLAI and Industry 4.0 Innovation Center / Other Stakeholders, post which bidders whose solutions align with the objectives of TRA TOCKLAI will be shortlisted.
15.4.2 TRA TOCKLAI reserves the right to use insights received through this EOI, subject to applicable confidentiality and procurement provisions, in formulation of the subsequent offerings or implementation frameworks and revenue sharing models with the shortlisted bidders.

SECTION – III

LIST OF ANNEXURES

ANNEXURE	SUBJECT
ANNEXURE – I	EOI Cover Letter, Information Sheet and List of Documents Attached
ANNEXURE – II	Consortium Undertaking (only in case of consortium bid)
ANNEXURE – III	Turnover Undertaking by Chartered Accountant
ANNEXURE IV	Non-Blacklisting Undertaking

ANNEXURE I

EOI COVER LETTER (ON THE LETTERHEAD OF THE BIDDER / LEAD MEMBER OF THE CONSORTIUM)

Ref:
Date:

To,
The Director,
Tea Research Association,
Tocklai Tea Research Institute,
Jorhat- 785008

SUB: COVER LETTER

REF: Shortlisting of Tea 4.0 Solution Deployment Partners By Tocklai Tea Research Institute

Sir,

1. I/We, the undersigned, having carefully examined the referred EOI, hereby offer to participate in the same, in full conformity with the said EOI and all the terms and conditions thereof.
2. I/We agree to abide by this Proposal, consisting of this letter and our EOI response Proposal, for a period of 180 days from the date fixed for submission of EOI Responses as stipulated in the EOI (including addenda / pre-submission clarifications to the EOI) and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
3. That the undersigned is hereby authorized to sign all EOI documents.

(Signature of the Authorized Signatory of the Bidding Organization)

Name :
Designation :
Seal :

INFORMATION SHEET

Part A

S No.	GENERAL INFORMATION	
PART A – DETAILS OF THE BIDDER / LEAD MEMBER OF THE CONSORTIUM		
1.	Name of Lead Bidder / Sole Bidder	
2.	Type of Incorporation	
3.	Address for communication (Lead Partner Only in case of consortium)	
4.	Name of Contact Person	
5.	Designation	
6.	Phone No./ Mobile No	
7.	Email address	
8.	PAN	
9.	GST Registration No.	
10.	Udyam Registration No. / DPIIT Startup Recognition No., if any	
11.	Names of consortium members, if applicable	

Part B

LIST OF DOCUMENTS ATTACHED

S. No.	COMPONENT	Flag
1.	EOI Cover Letter and Information Sheet	**1**
2.	Authorization for Signing EOI Documents	**2**
3.	Consortium Undertaking, if applicable (**Annexure II**)	**3**
4.	Registration Documents – RoC Registration Certificate / PAN Card / GST Registration	**4**
5.	Company Profile	**5**
6.	**Turnover:** Must have an average annual turnover of **Rs 5 Crores** in the last three audited financial years. The applicant to enclose a CA Certificate (format in **Annexure III**) and balance sheet of the company.	**6**
7.	Non-Blacklisting Undertaking **(Annexure IV**)	**7**

8.	**Prior Deployment of Industry 4.0 Solutions**: The bidder must have deployed Industry 4.0 Solutions for State / Central Government / Public Sector Enterprises of State / Central Government / Government Universities or Autonomous Institutions / Financial Institutions. The bidders have to attach work order of the same in the EoI Response Documents.	**8**
9.	**Training & Outreach Experience** – The applicant must have had a work order for training and outreach activities / workshops / hackathons / competitions in the area of Industry 4.0. / Frontier Technologies in India. The EoI applicants will have to provide documentary proof of the same.	9
10.	Brief Write Up On Solutions Proposed and related PPTs	10
11.	Signed Copy Of EoI / Addendum if any	11

(Signature of the Authorized Signatory of the Bidding Organization)

Name :
Designation :
Seal :

ANNEXURE II

ON THE LETTERHEAD OF THE LEAD MEMBER OF CONSORTIUM (ONLY IN CASE OF CONSORTIUM BID)

TO WHOMSOEVER IT MAY CONCERN

This is to state that for the purpose of the EoI floated by TRA TOCKLAI for **Shortlisting of Tea 4.0 Solution Deployment Partners by Tocklai Tea Research Institute**, we have agreed to form a Consortium as under:

S. No.	Name of Agency	Name of Signing Authority Along with Designation	Role in Consortium
1			Lead Bidder
2			Supporting Bidder
3			Supporting Bidder

Signature Party 1:

Signature Party 2:

Signature Party 3:

NB:

1. TRA TOCKLAI leaves it to the Bidders to have separate operational agreement.
2. The Lead Bidder shall be responsible for all compliances to TRA TOCKLAI.

ANNEXURE III

TURNOVER UNDERTAKING BY CHARTERED ACCOUNTANT

(To Be Provided Only by The Lead Bidder / Single Bidder and this certificate must also have copies of balance sheet for the respective financial year).

SL. No.	Financial YEAR	TURN OVER
1	**FY 2023-2024**	
2	**FY 2024-2025**	
3	**FY 2025-2026**	
4	**Average for 3 years**	

Name of Partner:

Seal of Audit Firm:

ANNEXURE – IV

ON THE LETTERHEAD OF THE BIDDER

Ref:
Dated:

To,
The Director,
Tea Research Association,
Tocklai Tea Research Institute,
Jorhat- 785008

SUB: NON-BLACKLISTING UNDERTAKING

REF: Shortlisting of Tea 4.0 Solution Deployment Partners By Tocklai Tea Research Institute,

Sir,

We confirm that our company/all members of the consortium are not blacklisted or debarred by any State / UT Government, the Central Government or any Department, PSU or agency under them, and that no such bar subsists as on the due date for submission of bids.

(Signature of the Authorized Signatory of the Bidding Organization)

Name :
Designation :
Seal :