



অসম দক্ষতা বিশ্ববিদ্যালয় Assam Skill University

[A State University established under Assam Act No. IX of 2020]
[Recognised Under Section 2(f) of the UGC Act, 1956]
[AICTE Approved Id – 1-44753529533 and HEI Code - U-1372]

Ref.: ASU/SPP/2025/201/52

Dated Mangaldai, the 30th July, 2026

ADVERTISEMENT FOR ENGAGEMENT OF HOSPITALITY CONSULTANT / SPECIALIST (ON CONSULTANCY BASIS)

Assam Skill University (ASU), Mangaldai invites applications-cum-financial quotations from eligible and experienced professionals for engagement as **Hospitality Consultant / Specialist** on a consultancy basis for planning, development and operationalization of hospitality training laboratories in the Department of Tourism and Hospitality. The engagement shall be purely contractual for a fixed tenure and shall not confer any right to regular appointment in the University.

1. Name of the Position

Hospitality Consultant / Specialist

2. Number of Position

01 (One)

3. Nature of Engagement

Consultancy (Purely Contractual)

4. Duration of Engagement

Initially for **04 (Four) months**, extendable up to **06 (Six) months** depending upon project requirements and satisfactory performance.

5. Estimated Value of Consultancy: Approximately Rs.1,00,000/- (Rupees One Lakh only).

Applicants shall submit a **lump-sum financial quotation** for the entire consultancy assignment, inclusive of all taxes, duties, travel, boarding, lodging and other incidental expenses. The consultant shall be selected under the **Least Cost Selection (LCS)** method, i.e., the **lowest financial quotation (L1)** among applicants meeting the prescribed eligibility criteria and other conditions stipulated by Assam Skill University.

6. Essential Qualification

- Bachelor's Degree and/or Master's Degree in **Hotel Management/Hospitality Management** from a recognized University/Institution.

7. Experience

The applicant should possess:

- Minimum **10 (Ten) years** of professional experience in the hospitality industry and/or hospitality education and training.
- Experience in planning, establishing, managing or upgrading hospitality training laboratories and practical learning facilities.
- Thorough knowledge of current hospitality industry practices, occupational standards and accreditation requirements.
- Working knowledge of **AutoCAD** or equivalent software for preparation and interpretation of layout drawings.
- Strong communication, planning, coordination and project management skills.

8. Scope of Work

The Consultant shall provide professional consultancy services for establishment and

operationalization of hospitality laboratories including but not limited to the following:

A. Kitchen Laboratory

- Need assessment
- layout planning and workflow design
- Equipment specification
- Supervision of installation
- Gas pipeline layout and establishment of gas chamber
- Drainage layout
- Supervision of civil works
- ETP/STP planning
- Planning for Basic Kitchen, Advanced Kitchen and Bakery Laboratory

B. Food & Beverage Service Laboratory

- Restaurant layout planning
- Service station design
- Bar counter specifications
- Recommendation of training equipment

C. Housekeeping Laboratory

- Housekeeping workstation planning
- Laundry demonstration setup
- Specification of cleaning equipment

D. Front Office Laboratory

- Front office layout planning
- Reception counter design
- Guest interaction simulation area

E. Deluxe Suite Demonstration Room

Planning and setup guidance for a luxury suite conforming to contemporary five-star hotel standards including:

- Guest bedroom
- Living room
- Luxury bathroom
- Mini bar
- Guest amenities

The Consultant shall also:

- Assess laboratory infrastructure requirements.
- Develop Standard Operating Procedures (SOPs).
- Align laboratory facilities with industry standards and skill-based training requirements.
- Coordinate with the University's Civil Engineering Team and supervise execution of civil works.

9. Expected Deliverables

The Consultant shall submit the following deliverables during the consultancy period:

- Detailed Project Report (DPR)
- Laboratory Layout Drawings
- Equipment Specifications
- Procurement Support
- Site Supervision Reports
- Operational Recommendations

10. General Terms & Conditions

- The engagement is purely on consultancy basis and shall not create any claim for regular
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employment in Assam Skill University.

- The Consultant shall work in close coordination with the Department of Tourism, Hospitality & Wellness and other University officials.
- The Consultant shall maintain confidentiality of all official documents, drawings, plans and information.
- The University reserves the right to modify, extend, cancel or withdraw this advertisement without assigning any reason.
- Mere fulfillment of the eligibility criteria shall not confer any right for selection. The University reserves the right to verify the credentials of the applicants and, if considered necessary, to seek additional information or interaction before finalization of the consultancy.
- Only applicants fulfilling the prescribed eligibility criteria and other conditions stipulated in this advertisement shall be considered for financial evaluation under the **Least Cost Selection (LCS)** method.
- The selected consultant shall be required to execute an Agreement with the University before commencement of the consultancy assignment.
- The Consultant shall comply with all applicable statutory provisions and shall be solely responsible for payment of taxes, duties and other statutory liabilities arising out of the consultancy.
- No TA/DA or any other expenses shall be admissible for attending any meeting, interaction, presentation or verification process in connection with the selection.
- The decision of Assam Skill University shall be final and binding in all matters relating to the engagement, and no correspondence in this regard shall be entertained.

11. Selection Procedure

The selection shall be carried out in two stages:

- Applications shall first be scrutinized to determine whether the applicants satisfy the prescribed eligibility criteria, qualifications, experience and other conditions specified in this advertisement.
- Among the applicants found eligible, the consultant quoting the **lowest financial quotation (L1)** for the consultancy assignment shall be selected under the **Least Cost Selection (LCS)** method, subject to approval of the Competent Authority, Assam Skill University.
- In case two or more eligible applicants quote the same lowest financial quotation (L1), the University reserves the right to adopt an appropriate tie-breaking mechanism, including consideration of relevant experience, credentials or inviting revised financial quotations, as deemed appropriate by the Competent Authority.

12. How to Apply

Interested candidates fulfilling the prescribed eligibility criteria may submit their application in the prescribed format along with the following documents:

- Detailed Curriculum Vitae (CV);
 - Self-attested copies of educational qualification certificates and mark sheets;
 - Self-attested copies of experience certificates and supporting documents establishing relevant professional experience;
 - Proof of age;
 - Financial quotation (lump-sum) for the entire consultancy assignment in a **separate sealed envelope** superscribed "**Financial Quotation for Engagement of Hospitality Consultant/Specialist**" or as per the format prescribed by the University;
 - Any other relevant supporting documents.
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The completed application along with all supporting documents shall reach:

The Registrar

Assam Skill University

Mangaldai Campus, Darrang, Assam – 784125

or may be sent by email to **careers@asu.ac.in** with the subject:

"Application for Engagement as Hospitality Consultant/Specialist"

13. Important Dates

- **Date of Advertisement:** 30/07/2026
- **Last Date for Receipt of Applications:** 14/08/2026
- **Declaration of Result/Issue of Letter of Engagement:** To be notified on the University website.

Note: The University reserves the right to revise the above schedule without assigning any reason. Any corrigendum, addendum or further communication shall be published only on the official website of Assam Skill University.

**Sd/
Registrar
Assam Skill University**

Annexure – I
FINANCIAL QUOTATION

For Engagement of Hospitality Consultant / Specialist (On Consultancy Basis)

To

**The Registrar
Assam Skill University
Mangaldai Campus
Darrang, Assam – 784125**

Subject: Financial Quotation for Engagement as Hospitality Consultant / Specialist

Sir,

With reference to the Advertisement for engagement of a **Hospitality Consultant / Specialist**, I/we hereby submit the following financial quotation for providing consultancy services in accordance with the scope of work and terms & conditions specified in the advertisement.

Sl. No.	Particulars	Amount (Rs.)
1.	Lump-sum Consultancy Fee (Inclusive of all taxes, duties, travel, boarding, lodging, local conveyance and all incidental expenses)	

Declaration

I/We hereby declare that:

The above financial quotation is inclusive of all applicable taxes, duties, travel expenses, boarding, lodging, local transportation and any other incidental expenses required for completion of the consultancy assignment.

No additional payment of any kind shall be claimed from Assam Skill University other than the amount quoted above.

The quotation shall remain valid for a period of 90 (Ninety) days from the last date of submission of applications.

I/We have read and understood all the terms and conditions of the advertisement and agree to abide by them.

I/We understand that the University reserves the right to reject any or all applications/financial quotations without assigning any reason. However, selection shall be made in accordance with the Least Cost Selection (LCS) method and the terms and conditions of the advertisement.

Name of the Applicant	_____
Address	_____
Mobile No.	_____
Email ID	_____
PAN No.	_____
GSTIN (if applicable)	_____
Signature of Applicant	_____
Date	_____