



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## **REQUEST FOR PROPOSAL FOR THE ENGAGEMENT OF AGENCY/CONSULTANTS TO CONDUCT CAREER DEVELOPMENT WORKSHOPS FOR THE ACADEMIC YEAR 2024-25 FOR IIM TIRUCHIRAPPALLI**

**RFP No. 24SP005T dated: 02.05.2024**

Details	Date	Time	Venue
Name of Work/ Service	<i>Engagement of Agency/Consultants to conduct career development workshop for the academic year 2024-25 for IIM Tiruchirappalli.</i>		
Date of issue of RFP Document	<b>02.05.2024</b>	18.00 Hrs. onwards	-
Pre-bid Meeting	<b>16.05.2024</b>	11.00 Hrs.	Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli.
Last date of Submission of RFPs	<b>30.05.2024</b>	17.00 Hrs.	-
Opening of Technical Bid	<b>31.05.2024</b>	11.00 Hrs.	-
Technical Evaluation (Presentation and Demonstration)	<b>05.06.2024</b>	11.00 Hrs.	<i>Tentative. The exact date and Time will be communicated later.</i>
Opening of Price Bid	<i>To be informed later</i>		-
RFP Document	The RFP document can be downloaded from the IIM Tiruchirappalli website: <a href="https://www.iimtrichy.ac.in/RFP-published">https://www.iimtrichy.ac.in/RFP-published</a> .		
EMD Amount ( <i>Refundable to unsuccessful bidders</i> )	EMD Amount <b>Rs. 1,20,000/-</b> to be remitted in the below IIM Tiruchirappalli Bank Account through online mode. <b>Bank Account Details</b> <b>Name of the Beneficiary:</b> IIM Tiruchirappalli <b>Bank Name:</b> State Bank of India <b>SB A/c. No:</b> 32170808935 <b>IFSC Code:</b> SBIN0071187		
Copies of payment transaction receipts for EMD have to be attached to the application form, without which the bid won't be considered. The payment of EMD is exempted for MSME Bidders. Bidders claiming exemption should attach the necessary document proof, which should be attached to the RFP document.			
SD Amount	<b>Rs. 10% of the Work Order Value</b> to be remitted by the successful Bidder to IIM Tiruchirappalli as SD. The SD amount will have to be remitted to IIM Tiruchirappalli within five working days, along with the letter of acceptance from the receipt of the Provisional Work Order, failing which the Provisional Work Order will stand cancelled.		
Address for submission of RFP	The Chief Administrative Officer (i/c) Indian Institute of Management Tiruchirappalli Trichy - Pudukkottai Main Road Trichy - 620 024.		
Mode of Submission of RFP	Speed Post/Registered Post/Courier or Hand delivery – during office hours (9.30 to 17.00 hrs) only (To be submitted at Dispatch Section of IIM Tiruchirappalli @ Administrative Wing – 2 <sup>nd</sup> Floor and obtain acknowledgement).		



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## Overview

1. Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli) is an Institute of National Importance and more details are available in our website <http://www.iimtrichy.ac.in>.
2. IIM Tiruchirappalli invites Request for Proposal (RFP) from the experienced **Agencies/Consultants for the Engagement of Agency/Consultants to conduct Career Development Workshops for the Academic Year 2024-25 for IIM Tiruchirappalli.**

## Period of Contract

The selected Service Provider shall provide services for a period of one year. However, the contract shall be extended for a further period of up to **three more years** on a yearly basis if the service provided by the Consultant/Agency is found to be satisfactory, on the same rate, terms and conditions and at the sole discretion of the Institute.

## Objectives of Career Development Workshops

IIM Tiruchirappalli is committed to developing the career growth of its students through annual Career Development Workshops (CDW). These workshops are meticulously designed to equip first- and second-year students of PGPM and PGPM-HR with the necessary skills to excel in the competitive landscape of the business world.

**Preparing Students for the Campus Placement Process:** The primary goal of the CDWs is to prepare students for the rigorous campus placement process and, subsequently, for successful integration into the dynamic business environment.

**Awareness of Global Market Sectors and Trends:** CDWs ensure that students are well-versed with the latest trends and sectors in the global market, empowering them to make informed career choices and adapt to evolving industry demands.

**Maximizing Placement Performance:** One of the pivotal aims is to maximize the performance of MBA students during the placement process by minimizing the NIBO (Number of Interviews Before Offer) per student. This is achieved through targeted training sessions, mock interviews, and personalized feedback.

**Identifying Areas of Improvement:** CDWs facilitate self-awareness among students by helping them identify their areas of improvement. This enables them to focus on honing essential skills and competencies required for securing placements.

### Indicative Student Details:

Programme	2 <sup>nd</sup> Year (2023-25 Batch)	1 <sup>st</sup> Year (2024-26 Batch)
PGPM	367	390 *
PGPM-HR	54	50 *
Total	421	440

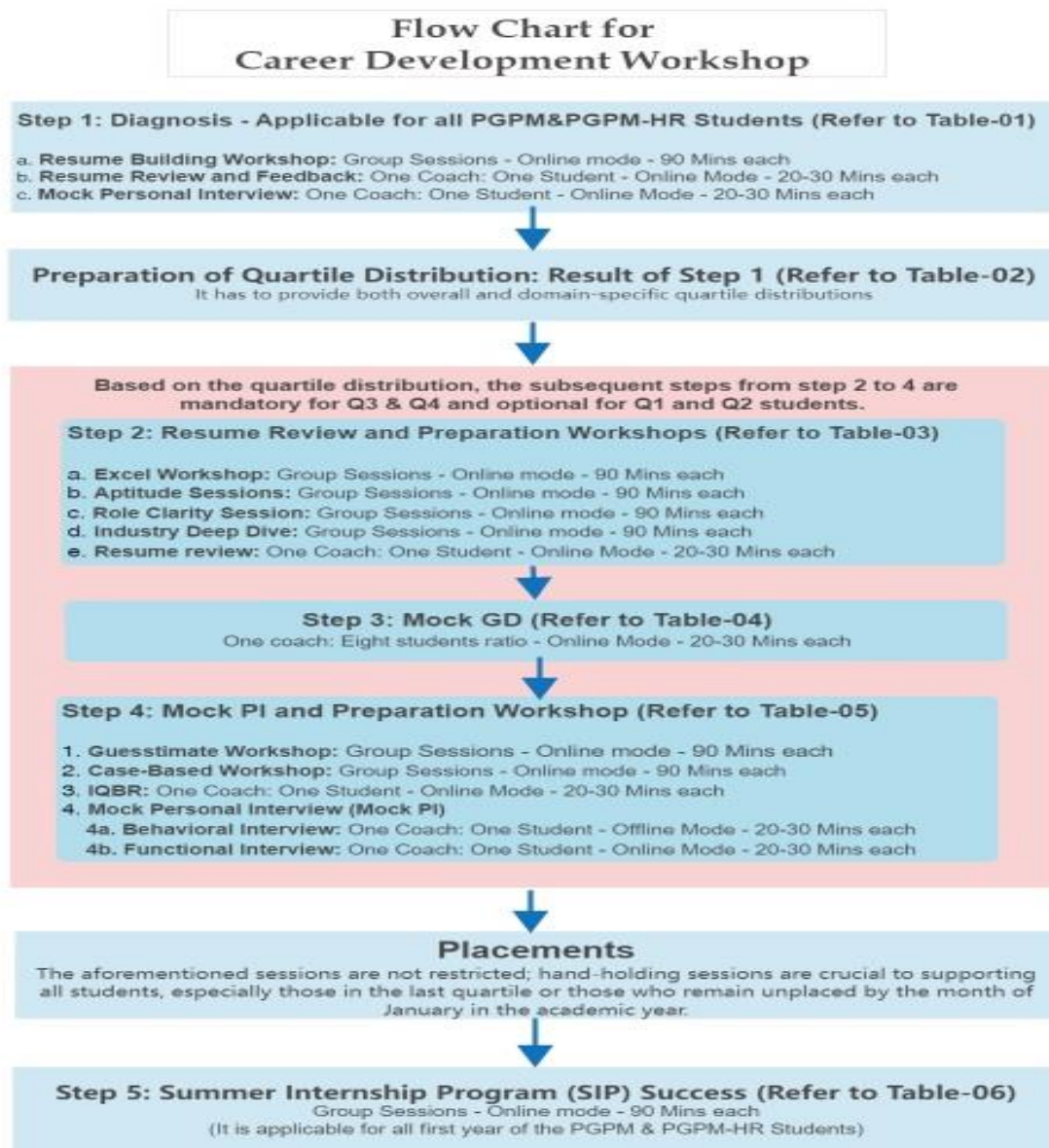
Note: Figures marked with (\*) are tentative and subject to change.

The training programs should be separate for the 2023-2025 and 2024-2026 batches. This ensures that the content is aligned with each cohort's specific needs and progression, maximizing the workshops' effectiveness.

## SCOPE OF WORK

IIM Tiruchirappalli's Career Development Workshops serve as a cornerstone in the holistic development of its students, bridging the gap between academia and industry expectations. Through these workshops, students are empowered to confidently embark on their professional journeys, equipped with the requisite skills and knowledge to thrive in the competitive business landscape.

The objective of this RFP is to engage competent service provider(s) who can fulfil the requirements enumerated below. These are indicative and not exhaustive.



These sessions are classified into five steps as follows:

**Step 1: Diagnosis is applicable for all PGPM & PGPM-HR Students:**

\* It is only an indicative timeline and is subject to change based on the academic schedule and examination dates.

**Table No:01**

Step	Indicative activities to be conducted (The descriptions are only indicative)	Type and Mode	Indicative Duration	Indicative timeline *	
				2 <sup>nd</sup> Year of PGPM and PGPM-HR Batch students	1 <sup>st</sup> Year of PGPM and PGPM-HR Batch students
<b>Step 1: Diagnosis</b>	<p><b>a. Resume Building Workshop:</b> The Resume Building Workshop offers participants practical guidance on crafting effective resumes while also addressing essential do's and don'ts. Covering key topics such as resume structure, highlighting achievements, and tailoring content, attendees will gain valuable insights into what to include and what to avoid in their resumes. By the end of the session, participants will be equipped with the knowledge needed to create impactful resumes aligned with their career goals, increasing their chances of success in the job market.</p>	<p>Group (60-90 students) x 5 Sessions  through online mode</p>	<p>90 min. (each session)</p>	<p>Not Applicable</p>	<p>1<sup>st</sup> Week of July 2024</p>
	<p><b>b. Resume review and Feedback:</b> Students undergo comprehensive resume review and analysis sessions with industry experts. Detailed feedback is given to each student on their resume, with a focus on specific sections. This feedback is concrete and documented meticulously to assist students</p>	<p>One coach: One student ratio through online mode</p>	<p>20-30 min each</p>	<p>03<sup>rd</sup> and 04<sup>th</sup> Week of July 2024</p>	<p>2<sup>nd</sup> and 3<sup>rd</sup> Week of July 2024</p>

	in enhancing their resumes effectively. Feedback focusing on content clarity, formatting, relevance to the job market, and overall effectiveness.				
	<b>c. Mock Personal Interview (Mock PI) with Industry Mentors:</b> Comprehensive written feedback is provided for each student. This includes assessing oral communication skills (soft skills) and identifying areas for improvement.	One coach: One student ratio through online mode	20-30 min each	01 <sup>st</sup> and 02 <sup>nd</sup> Week of August 2024	4 <sup>th</sup> Week of July 2024 and 1 <sup>st</sup> Week of August 2024

**Table No.:02**

Step	Indicative activities to be conducted	Indicative timeline *	
		2 <sup>nd</sup> Year of PGPM and PGPM-HR Batch students	1 <sup>st</sup> Year of PGPM and PGPM-HR Batch students
<b>Result of Step 1</b>	<p><b>Preparation of Quartile Distribution:</b> The agency is tasked with preparing a quartile distribution based on the following indicative parameters. This will help categorize students into different groups based on their performance in various aspects, allowing for targeted feedback and support.</p> <ol style="list-style-type: none"> <li>10th, 12th and graduation scores</li> <li>Reputation of undergraduate college and work experience</li> <li>MBA 1st year CGPA (For only 2<sup>nd</sup> year students)</li> <li>CAT/GMAT score</li> <li>Mock interview performance</li> <li>Evaluation of video resumes, if applicable</li> <li>Profile evaluation, including notable achievements or unique aspects of the candidate's CV</li> <li>Any other parameter if needed.</li> </ol> <p><b>Output:</b> By analyzing candidates across these indicative parameters and providing both overall and domain-specific quartile distributions, the agency can effectively rank and categorize candidates based on</p>	03 <sup>rd</sup> Week of August 2024	2 <sup>nd</sup> Week of August 2024

	their suitability and potential for success in the recruitment process.		
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Based on the quartile distribution, the subsequent steps for placement preparation activities from steps 2 to 5 are optional for Quartiles Q1 and Q2 students. Q1 and Q2 students who choose to enroll in the preparation activities will be permitted to participate voluntarily.

However, placement preparation activities are mandatory for Quartiles Q3 and Q4 students. Q3 and Q4 students are required to participate in the preparation activities as part of their placement readiness.

**Step 2: Resume Review and Preparation Workshops for Q3 and Q4 students of PGPM & PGPM-HR and optional for Q1 and Q2 students:**

**Table No.:03**

Step	Indicative activities to be conducted. (The descriptions are only indicative)	Type and Mode	Indicative Duration	Indicative timeline *	
				Mandatory for only Q3 and Q4 of 2 <sup>nd</sup> Year students, and Q1 and Q2 is optional	Mandatory for only Q3 and Q4 of 1 <sup>st</sup> Year students, and Q1 & Q2 are optional
Step 2: Resume Review and Preparation Workshops	<b>Excel Workshop:</b> The workshop aimed to enhance students' data analysis, reporting, and decision-making skills. The workshop covers advanced Excel features such as functions, pivot tables, data visualization, and automation. It targets students from all backgrounds and is conducted in an interactive format, focusing on practical application and skill development.	Group (60-90 students) x 3 Sessions through online mode	90 mins each session	Not Applicable	03 <sup>rd</sup> Week of August 2024
	<b>Aptitude Sessions:</b> Conducted to help students prepare for various aptitude tests commonly used in the recruitment process. These sessions cover topics such as quantitative aptitude, logical reasoning, verbal ability, and data interpretation. Through interactive sessions, practice exercises, and mock tests, students enhance their problem-	Group (60-90 students) x 3 Sessions through online mode	90 mins each session	Not Applicable	03 <sup>rd</sup> Week of August 2024



	<p>solving skills and boost their confidence for success in aptitude-based assessments during job placements.</p>				
	<p><b>Role Clarity Sessions:</b> Role Clarity Sessions provide students with a clear understanding of different roles and responsibilities in various industries and job functions. These sessions aim to help students explore career paths, identify their interests and strengths, and align their skills with potential job roles. Industry professionals share insights into different roles, career trajectories, and skill requirements, enabling students to make informed decisions about their career paths and pursue opportunities that align with their goals and aspirations.</p>	<p>Group (60-90 students) x 3 Sessions  through online mode</p>	<p>90 mins each session</p>	<p>Not Applicable</p>	<p>04<sup>th</sup> Week of August 2024</p>
	<p><b>Industry Deep Dive:</b> Industry Deep Dive sessions provide students with in-depth insights into specific industries or sectors. By delving into key topics such as market dynamics, emerging technologies, regulatory frameworks, and career prospects, students acquire valuable knowledge to inform their career choices and develop industry-relevant skills.</p>	<p>Group (60-90 students) x 3 Sessions  through online mode</p>	<p>90 mins each session</p>	<p>04<sup>th</sup> Week of August 2024</p>	<p>NA</p>
	<p><b>Resume review:</b> Students undergo comprehensive resume review and analysis sessions with industry experts. The sessions are structured as follows:</p> <ol style="list-style-type: none"> <li>i. An industry expert thoroughly reviews each student's resume.</li> <li>ii. Feedback from the first review is discussed, and additional insights are provided for further improvement.</li> </ol>	<p>One coach: One student ratio through online mode</p>	<p>20-30 mins each</p>	<p>01<sup>st</sup> and 02<sup>nd</sup> Week of September 2024</p>	<p>1<sup>st</sup> and 2<sup>nd</sup> Week of September 2024</p>

**Step 3: Mock Group Discussion (GD) is for Q3 and Q4 students of PGPM & PGPM-HR and optional for Q1 and Q2 students:**

**Table No.:04**

Step	Indicative activities to be conducted. (The descriptions are only indicative)	Type and Mode	Indicative Duration	Indicative timeline *	
				Mandatory for only Q3 and Q4 of 2 <sup>nd</sup> Year students, and Q1 and Q2 is optional	Mandatory for only Q3 and Q4 of 1 <sup>st</sup> Year students, and Q1 and Q2 is optional
Step 3: Mock GD	<p><b>Mock Group Discussion (GD) Sessions with Industry Mentors:</b></p> <p>GDs are moderated by industry mentors, providing students with expert guidance and insights. Some GDs are structured around case studies to simulate real-world scenarios and challenges.</p> <p>Following each GD session, detailed written feedback is provided to every student individually.</p> <p>i. Feedback meticulously pinpoints specific areas where students can enhance their performance in group discussions.</p> <p>ii. Tailored suggestions and strategies are offered to aid students in effectively refining their GD skills.</p>	<p>One coach: Eight students' ratio</p> <p>through online mode</p>	20-30 mins each	03 <sup>rd</sup> and 04 <sup>th</sup> Week of September 2024	03 <sup>rd</sup> and 04 <sup>th</sup> Week of September 2024

**Step 4: Mock Personal Interview (PI) and Preparation Workshops are for Q3 and Q4 students of PGPM & PGPM-HR and optional for Q1 and Q2 students:**

**Table No.:05**

Step	Indicative activities to be conducted. (The descriptions are only indicative)	Type and Mode	Indicative Duration	Indicative timeline *	
				Mandatory for Q3 and Q4 of 2 <sup>nd</sup> Year students, and Q1 and Q2 is optional	Mandatory for only Q3 and Q4 of 1 <sup>st</sup> Year students, and Q1 and Q2 is optional
Step 4: Mock PI and Preparation Workshops	<b>Guesstimate Workshop:</b> Guesstimate Workshop helps students develop skills in estimating and making educated guesses in problem-solving scenarios where precise data may be lacking. These workshops involve practical exercises, case studies, and group discussions to familiarize students with different guesstimate techniques and approaches. Through hands-on learning, students enhance their analytical thinking, creativity, and ability to make informed decisions based on limited information, preparing them for similar challenges in real-world business environments and case interviews.	Group (60-90 students) x 3 Sessions  through online mode	90 mins each session	Not Applicable	01 <sup>st</sup> Week of October 2024
	<b>Case-Based Workshop:</b> Case-based workshops provide students with	Group (60-90)	90 mins each session	Not Applicable	01 <sup>st</sup> Week of October 2024

	<p>hands-on experience in analyzing and solving business cases. These workshops simulate real-world business scenarios and challenges, allowing students to apply their academic knowledge to practical situations. Through group discussions, case analysis exercises, and presentations, students develop critical thinking, problem-solving, and decision-making skills. Industry experts and faculty members facilitate the workshops, providing guidance, feedback, and insights to help students enhance their analytical capabilities and prepare for case interviews in job placements and consulting roles.</p>	<p>students) x 3 Sessions  through online mode</p>			
	<p><b>Interview Questions Based on Resume (IQBR):</b> Industry experts craft interview questions tailored to each student's resume content. Feedback is provided on students' responses, focusing on clarity, relevance, confidence, and alignment with industry expectations.</p>	<p>One coach: One student ratio through online mode</p>	<p>20-30 mins each</p>	<p>01<sup>st</sup> and 02<sup>nd</sup> Week of October 2024</p>	<p>02<sup>nd</sup> and 03<sup>rd</sup> Week of October 2024</p>
	<p><b>Mock Personal Interview (Mock PI) with Industry Mentors:</b></p>	<p>One PI Offline mode and</p>			

	<p><b>a. Behavioral Interview (Offline): **</b></p> <p>i. Industry mentors evaluate students' communication skills, problem-solving abilities, emotional intelligence, and other relevant soft skills.</p> <p>ii. Feedback on how effectively students articulate their experiences and demonstrate desired behavioural competencies is provided.</p> <p><b>b. Functional Interview (Online):</b></p> <p>iii. Industry mentors assess students' depth of knowledge, analytical thinking, and problem-solving skills within their chosen field.</p> <p>iv. Feedback is provided on the clarity of students' responses, their ability to apply theoretical concepts to practical situations, and areas for further skill development.</p> <p>In both the Behavioral and Functional Interview mock sessions, students receive detailed feedback from industry mentors.</p>	<p>One Online mode</p> <p>One coach: One student ratio.</p>	<p>20-30 mins each</p>	<p>03<sup>rd</sup> and 04<sup>th</sup> Week of October 2024 and 01<sup>st</sup> Week of November 2024</p>	<p>04<sup>th</sup> Week of October 2024 and 01<sup>st</sup> and 02<sup>nd</sup> Week of November 2024</p>
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	This feedback helps students identify their strengths and weaknesses, refine their interview techniques, and build confidence for success in real-world interviews.				
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\*\* One industry mentor can be assigned a maximum of 10-12 offline interviews only per day.

**Note:** The aforementioned sessions are not restricted; hand-holding sessions are crucial to supporting all students, especially those in the last quartile or those who remain unplaced by the month of January in the academic year. These sessions should be personalized and customized to the individual needs of each student, providing them with guidance, support, and resources to overcome challenges and achieve their career goals.

**Step 5: Summer Internship Program (SIP) Success session is applicable for the first year of the PGPM & PGPM-HR Students:**

**Table No.:06**

Step	Indicative activities to be conducted (The descriptions are only indicative)	Type and Mode	Indicative Duration	Indicative timeline *
Step 5: SIP Success	<b>SIP Success Session (Once):</b> SIP Success Sessions to guide students through their internship journey, enhance their performance, and maximize their chances of securing Pre-Placement Offers (PPOs).	Group (60-90 students) x 6 Sessions  through online mode	90 min each	01 <sup>st</sup> Week of March 2025.



## Eligibility Conditions for Bidders

The bidding Agency must fulfil the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the Bid.

1. The Bidder (s) should be registered with the Goods and Services Tax Council for the purpose of Goods & Service Tax (GST). A copy of the GST Registration Certificate, PAN and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and the RFP document should be the same or linked.
2. The bidder should be registered with the appropriate registration authority, and the Agency should have operation for a period of at least five years as of March 31, 2024. A certificate of Incorporation should be attached along with the Technical Bid.
3. The Bidder should have at least three years of experience in the field of training/career development services (imparting Resume review, Mock Group Discussion (GD), Behavioral and functional mock Interviews, management domain skills, employability skills, life skills, soft skills, social skills etc., conducting workshops - Excel, Guesstimate, Case-based, critical thinking, creativity, quantitative and analytical aptitude, logical reasoning, data interpretation, problem-solving etc.) for students in higher educational institutions (preferably Institutions of National Importance, NIRF Ranked private Business Schools etc.) of repute in India.
4. The bidder should have at least 50 (Fifty) experienced industry trainers/key professionals who are associated with delivering the training. (50 profiles of the trainer should be attached along with the technical bid.
5. The Bidder should have experience of providing Services in the Similar kind of work for a value of

a) Single Order for **Rs. 40 Lakhs** in the past three years from the following Institutions:

OR

b) **Minimum Two Work Orders for Rs. 25 Lakhs** (per order) in the past three years from the following Institutions:

Any one of the IIMs/reputed business schools (i.e. those ranked in the top 30 institutions only in at least two of the three years viz. NIRF 2021, NIRF 2022 and NIRF 2023 of MoE-GOI)/Management Disciplines of Centrally-funded Technical Institutions (CFTIs)/ AACSB/ EQUIS-EFMD/AMBA-BGA accredited business schools in India.

6. The Bidder Should submit **Performance Certificates** from past clients/ongoing contracts for the attached Work Order of equivalent order size (issued in the last three years as of March 31, 2024) along with the RFP document. The performance certificate should be certified by the responsible official from the concerned organization with verifiable contact details & e-mail ID. The certificate(s) should be enclosed with the Technical bid. The Institute officials may also contact the past and present clients to verify the credentials of the certificates and also to get on-the-spot information regarding the

quality of services provided, etc.

7. Average Annual Turnover of the Bidder, pertaining to the last three years (2020-21 to 2022-23), should be at least **Rs. 1.25 Crores**. Copies of duly audited Balance Sheets with Profit & Loss accounts are to be submitted for the last three years as above as per [Annexure-I](#) (Technical Bid). The year in which no turnover is shown would also be considered for working out the average.
8. Bidders should be regular in filing Income-Tax returns. A copy of the Income-tax returns filed and audited accounts statement for the last three financial years (2020-21 to 2022-23) should be submitted along with the Technical Bid.
9. The bidders should not have been blacklisted by any department of the Government of India or any State Government and Private organization in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India, and the Bidder should give a self-declaration certificate for acceptance of all terms & conditions of RFP documents. An undertaking to this effect in the Company letterhead duly signed by the owner/partner or both are to be enclosed, as per [Annexure-III](#).

### Instructions to Bidders

#### 1. Downloading of RFP Document

RFP Documents are to be downloaded from the Institute's website <https://www.iimtrichy.ac.in/tender-published>. No fee is payable.

#### 2. Earnest Money Deposit

- a. The Bidder (s) should remit an Earnest Money Deposit (EMD) of **Rs. 1,20,000/- (Rupees One Lakh and Twenty Thousand only)** to the institute bank account. A copy of the payment transaction receipt has to be attached to the RFP application form, without which the RFP will not be considered for the bidding process.
- b. Receipt of EMD from an individual account will not be accepted. The EMD must be paid from the company's bank account only.
- c. The EMD of the successful Bidder will be adjusted against the Interest-Free Security Deposit.
- d. The EMD of the unsuccessful bidders will be released after the finalization of the RFP. No interest is payable on the Earnest Money Deposit (EMD).
- e. Any request for a refund of EMD to an individual account will not be entertained.
- f. Micro and Small Enterprises (MSEs) firms as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by the Department of Industrial Policy and Promotion (DIPP) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the RFP to this effect, failing which the RFP will not be considered for evaluation.
- g. The bidders who seeks exemption from EMD as per clause above, if they withdraw or modify



their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the bid document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

### 3. Relationship Certificate

- a) The Bidder should give a certificate that none of his/her near relative is working in the institute. In case of proprietorship firm, certificate will be given by the proprietor. For partnership firm, certificate will be given by all the partners and in case of a limited Company by all the Directors of the Company. Any breach of these conditions by the Company or firm or any other person will lead to cancellation of the RFP, and the Bid Security will be forfeited at any stage whenever it is noticed, and IIM Tiruchirappalli will not pay any damage to the Company or firm or the concerned person.
- b) The Company or firm or the person will also be debarred from further participation in the future RFPs/tenders of the institute.
- c) The near relatives for this purpose are defined as follows: -
  - Members of a Hindu undivided family,
  - Spouse,
  - The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).
- d) The Relationship Certificate ([Annexure-III](#)) needs to be placed in the Technical bid cover.

### 4. Conditional Bids

Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications/requirements of the Bidding documents will not be considered.

### 5. Technical Bids Criteria

- i. The technical Bid shall contain all the relevant information which forms part of the technical Bid. The information provided in the technical Bid will be used for understanding and assessing/evaluating the quality of the solution being proposed by the Bidder.
- ii. All the information should be organized in logically structured form as a technical Bid with an index. Bidders should comply with the scope of Work, eligibility criteria and technical requirements. The detailed formats are attached at [Annexure-I](#). The Bidder is to complete the same in all respect and submit accordingly. No deviations are acceptable in [Annexure-I](#).

### 6. Price Bid Criteria/Details

- a. Price Bid i.e. BoQ should be submitted strictly as per the format attached in Annexure-II, failing which the offer will be rejected.

- b. The quoted fee in the Financial Bid should include all the charges towards the trainers'/mentors' fee, expenses (including travel, boarding and lodging), levies, duties, taxes, etc. as applicable and **exclusive of GST**. Fee quoted cannot be revised upward for any reason, whatsoever.
- c. The vendor should quote rates in the Price Bid ([Annexure-II](#)) format only; bids indicating rates anywhere else will be rejected.
- d. Arithmetical errors, if any, shall be rectified on the following basis. If there is a discrepancy between the unit price and total price, then the unit price shall prevail, and the Institute shall correct the total price. If the Bidder does not accept the correction of the errors, the Bid shall be rejected.
- e. In case of any additional requirements on need basis, the Bidder should provide the same and the payment will be made as per the mutually agreed rate considering the prevailing market rate.

## 7. Validity of Bids and Rates

- i. All the quoted rates would be valid until the completion of the Contract. No escalation of price whatsoever would be allowed during the currency of the Contract, including an extended period, if any.
- ii. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of the price bid.

### Procedure for Submission of Bids

- a) The RFP document should be downloaded from the IIM Tiruchirappalli website <https://www.iimtrichy.ac.in/tender-published>.
- b) The Bidder needs to fill, sign and seal the required bid documents as indicated in the RFP document.
- c) The Bidder should submit the Bid in two parts viz. **Technical Bid** and **Price Bid**. Technical Bid along with required documents should be attached in Cover-1. **Price Bid as per [Annexure-II](#)** only should be submitted in Cover- 2.
- d) All the pages of the RFP document being submitted must be duly signed as per the procedures and requirements stipulated herein.
- e) The Bidder (s) shall not make any changes or amendments to the RFP document as published in the IIM Tiruchirappalli website.
- f) All correspondence and documents relating to the RFP shall be written in English.
- g) No addition or alteration should be made to the RFP document.
- h) The RFP document should be filled in legible handwriting/printing/typing without ambiguity.
- i) If any correction is necessary in the information provided by the Bidder, the same should be made after scoring out the old entry. In any case, there should not be any overwriting. All the corrections should be attested with the full signature of the Bidder with date.
- j) It is construed that the Bidder has read all the terms and conditions before submitting their offer. An undertaking as given in [Annexure-III](#) to the effect of stating that all the terms and conditions of the RFP have been read and abided by the bidder shall be furnished.

- k) Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- l) The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and any alteration of the prescribed RFP format will entail outright rejection of the bid application.
- m) Bidders should note that they should submit their price bids in the prescribed format given by IIM Tiruchirappalli, and no other format is acceptable.

### **1. Bid Submission:**

Since this RFP is based on a bid system, the bids (complete in all respect) must be submitted in **Three Separate Sealed Envelopes** as explained below:

#### **a. Technical Bid – (Cover 1)**

The following documents are to be furnished by the Bidders along with Technical Bid (**Annexure-I**), as per the RFP document;

- i. Application form, Near Relative and Declaration form as per **Annexure - III**.
- ii. Copy of PAN and GST Registration.
- iii. EMD Payment Receipt/MSME Certificate for EMD Exemption.
- iv. Copy of the constitution or legal status of the service provider. Certificate of Incorporation duly certified in case of Company.
- v. Copy of work orders, performance certificate from the present and past clients of equivalent order sized (**received in the last three years as on March 31, 2024**) with verifiable contacts need to be attached with the RFP document.
- vi. A copy of Income tax returns filed and audited accounts statement for the last three financial years (2020-21 to 2022-23).
- vii. Signed RFP document and all annexures of the same.
- viii. All other documents mentioned in the RFP document, except the Price Bid document.

The Technical Bid Cover with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED with the following text: “**Technical Bid for Engagement of Agency/Consultants to conduct Career Development Workshops for the Academic Year 2024-25 for IIM Tiruchirappalli.**”

#### **b. Price Bid - (Cover 2)**

- i. Price bid (As per **Annexure-II** duly filled and signed)- Price must be quoted as per the format specified for all the items, failing which RFP shall be rejected.
- ii. Only duly filled Price Bid as per **Annexure-II** should be put in a separate cover and the cover should be in sealed condition. This envelope should be SUPERSCRIBED with the following text: “**Price Bid for Engagement of Agency/Consultants to conduct Career Development Workshops for the Academic Year 2024-25 for IIM Tiruchirappalli**”



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

The Two sealed envelopes should carry the name and address of the bidder and be placed/kept inside a LARGER Size Master Envelope with the following text SUPERSCRIBED on the master envelope:

***“RFP for the Engagement of Agency/Consultants to conduct Career Development Workshops for the Academic Year 2024-25 for IIM Tiruchirappalli”***

The master envelope containing the three envelopes should be delivered at the below-mentioned address on or before the deadline:

**The Chief Administrative Officer i/c  
Indian Institute of Management Tiruchirappalli  
Trichy – Pudukkottai Main Road  
Tiruchirappalli– 620 024.**

- i. If the envelopes A (Technical Bid), B (Financial Bid) & C (Larger envelope) are not marked as instructed, IIM Tiruchirappalli will assume no responsibility for the misplacement of the envelopes. Any bid received in unsealed condition will be rejected.
- ii. The RFP should be submitted either through Registered Post/Speed Post/Courier or delivered to IIM Tiruchirappalli in hand on working days during office hours (9.30 hrs. to 17.00 hrs.). IIM Tiruchirappalli will not accept any responsibility or grant any relaxation of time for any Postal delay in the submission of the RFP.

### **Pre-Bid Meeting**

A Pre-Bid Meeting with the intending bidders will be conducted in person/Online at Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli on **16.05.2024 at 11.00 Hrs.** to clarify doubts that shall arise before submitting the bids.

The bidders need to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before 11.00 Hrs., on **15.05.2024** for attending the Pre-bid meeting as per format enclosed vide [Annexure-IV](#).

The Bidders are requested to mail their doubts/queries to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) prior to the pre-bid meeting i.e. by **11.00 Hrs. of 15.05.2024** to enable us to clarify the doubts in the pre-bid meeting itself.

### **Opening of Technical Bid**

The Technical bid will be opened by the RFP Opening Committee on **31.05.2024 at 11.00 Hrs. (tentatively)** in the presence of the bidders or their authorized representatives through physical/video conferencing mode. A maximum of two representatives per bidder shall be authorized and permitted to attend the bid opening. Bidders / Representatives have to send the scanned copy of letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before attending the Opening of Master envelope & Technical bid meeting as per the format enclosed vide [Annexure -IV](#).

**RFP Evaluation Process**

- a. The selection of the vendor shall be based on **Quality and Cost Based Selection (QCBS)** under Rule 192 of the General Financial Rule 2017. The proposals will be evaluated by considering the following factors:
- b. Final selection of the vendor shall be based on **Quality and Cost Based Selection (QCBS)** with **65% weightage for technical evaluation and 35% weightage for commercial evaluation.**
- c. The bidder would be selected based on ranking and evaluation of Technical and Price Bids by a Committee formed by the Institute, and the Committee's decision would be final and binding.

**The process of selection of the successful bidder is given below:**

**Stage 1: Document verification** – The Committee shall verify the document submitted by the bidder and firms qualified shall be invited to make a presentation through physical/virtual mode to the Evaluation Committee of IIM Tiruchirappalli. The Bidder(s) who meets all the basic eligibility conditions mentioned in the RFP document, will only be considered to make the presentation to the Evaluation Committee.

**Stage 2: Technical Evaluation** – Those qualified in Stage-1 shall be invited to make a presentation to the Evaluation Committee on **05/06/2024 from 11.00 Hrs.** onwards (tentatively) through virtual/physical mode. The committee will assess the firm as per criteria mentioned in the technical bid.

The bidders are requested to prepare their own technical proposal based on the indicative scope of the work. The technical bid shall contain all the relevant information which forms part of the technical bid. Bidder is free to add any information that can help in assessing technical quality of the solutions proposed and which touches upon the parameters/attributes for technical assessment. The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of solution being proposed by the bidder. Technical evaluation of the bidder will depend on the information provided herein and the presentation to the committee members. **Technical bid score, out of 50 Marks**, will be arrived based on the following Parameters:

S. No	Description	Documents to be provided	Max Marks
1	Financial Capability (Average of last three years): a) 1.5 Crores to – 2.99 Crores – 2 Marks b) 3.0 Crores to – 4.99 Crores – 3 Marks c) 5.0 Crores and above – 5 Marks	Duly audited Balance Sheet with Profit & Loss accounts are to be submitted for the last three years	5

2	<p>Record of successful completion of Career Development / Pre-Placement Training of MBA students for the last 3 years (as mentioned in the indicative Scope of Work) in the institutions ranked in the top 50 of NIRF (Management Category) in the corresponding years.</p> <p><b>Count of Reputed Institutions:</b></p> <ul style="list-style-type: none"> <li>• 01-03 Institutions: 05 Marks</li> <li>• 04-07 Institutions: 07 Marks</li> <li>• 08 and above Institutions: 10 Marks</li> </ul>	<p>At least one set of Work Order with Performance/completion certificate. (The documentary proof should show evidence of the value of contract)</p>	10
3	<p>Work Order Value for the Career Development / Pre-Placement Training of MBA students for the last 3 years (as mentioned in the indicative Scope of Work) in the institutions ranked in the top 50 of NIRF (Management Category) in the corresponding years.</p> <p>a) Each order value for Rs. 25.00 lakhs – 39.99 Lakhs – 3 Marks</p> <p>b) Each order value for Rs. 40.00 lakhs and above – 5 Marks</p>	<p>Work Order with Performance/Completion Certificate. (The documentary proof should show evidence of the value of the contract)</p>	5
4	<p><b>Submission of detailed proposal based on the indicative scope of the work.</b></p> <p>The bidder should submit a detailed proposal for training around 800 students (MBA &amp; MBA-HR) and make them fully competent as per industry standards. The proposal should contain a detailed schedule, action plan, etc.</p>	<p>The proposal should be attached along with the technical bid.</p>	10
5	<p><b>Presentation on:</b></p> <ul style="list-style-type: none"> <li>• Plan to achieve 100% placement target along with the timelines.</li> <li>• Proposal to place the Q3 and Q4 students.</li> <li>• Technical Strengths of the Bidder.</li> <li>• Any additional support to be provided for the students to be fully competent as per industry standards.</li> <li>• Offerings on Assessment Tests/Psychometric Tests/Profiling of students/Special training on Domain-related roles.</li> <li>• Any other</li> </ul>		20
<b>Total Marks</b>			<b>50</b>

The bidder should present all the above listed parameters and related documents.

The decision taken by the Evaluation Committee on the Technical Evaluation will be final.

At the end of this stage, each firm will have a Technical score (out of 50 Marks) associated with it. Bidders getting less than 35 scores in the Technical bid will not be considered for opening the price bid.

Price bids will be opened for the bidders getting a score 35 and above in technical bid evaluation. Under the QCBS selection process, the technical proposals will be allotted a weightage of 65%, while the financial proposals will be allotted a weightage of 35%.

**Stage 3: Final score (combined score)** Technical bid and price bid together will be used to arrive at the highest **Techno Commercial Score (TCS)**. The bidder with the highest **TCS** will be chosen to provide the services covered by this RFP.

The TCS of a bidder with technical score  $T$  and commercial bid value  $C$  is calculated using the following formula.

$$TCS = 0.35*CI/C + 0.65*T/TI$$

where  $CI$  is the lowest commercial score and  $TI$  is the highest technical score.

***The technical score will be revealed to the bidders just before opening of the commercial bid.***

The Bidder securing the highest combined score of **TCS** will be invited for negotiations/discussions, if required, and shall be awarded the contract. In the event of two or more bidders having the same TCS score in the final ranking, the bidder with the highest technical score will be declared as successful bidder.

Any inquiry after submission of the quotation will not be entertained. The decision of IIM Tiruchirappalli will be final and binding to all for interpretation of any ambiguity.

**Opening of Price Bid:** The price bids of all the technically eligible bidders will be opened in the presence of technically eligible bidders or their authorized representatives who are available for the meeting either in person or through video conferencing mode. ***The date and time for opening of the Price Bid will be informed later.*** Bidders/ Representatives have to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before attending the price bid meeting on the given date (to be informed later) to participate in the opening of Price Bid as per the format enclosed vide [Annexure-IV](#).

The Institute reserves the right to accept or reject all the offer including the lowest without assigning any reason.

## General Term & Conditions

### 1. Price/Fee:

The fee quoted in the Financial Bid should include all the charges towards the trainers'/mentors' fee, expenses (including travel, boarding and lodging), levies, duties, taxes, etc., as applicable

and exclusive of GST. The fee quoted cannot be revised upward for any reason whatsoever.

## 2. Payment Terms:

- a. No advance payment will be made in any case. However, the payment will be released as per the following schedule:

S. No.	Milestone	Amount to be paid (percentage)
1	Upon completion of: Step 1: Diagnosis (I <sup>st</sup> and II <sup>nd</sup> years) Step 2: Resume (I <sup>st</sup> and II <sup>nd</sup> years)	35%
2	Upon completion of: Step 3: Mock GD (I <sup>st</sup> and II <sup>nd</sup> years) Step 4: Mock PI (I <sup>st</sup> and II <sup>nd</sup> years) and Closure reports, etc.	40%
3	Upon completion of: Step 5: SIP Success (I <sup>st</sup> year) and 1. Hand-holding for the last quartile (required revisions with mock interviews and any other guidance) 2. Placement for all students (I <sup>st</sup> and II <sup>nd</sup> years)	25%

- b. The Vendor shall submit the Invoice in the form of a Tax Invoice containing the details of the GST Registration number of the Vendor and IIM Tiruchirappalli (33AAAI5004R1ZO) along with the HSN/SAC code.
- c. TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from vendor's bills.

## 3. Penalty Clause:

Deficiency/delay in Service/work, will be construed as lapses on the part of the Vendor. Such lapses due to the Vendor will be viewed seriously and penalties will be imposed on the Vendor as given below

- i. In case of any delay in providing the required services as covered by this RFP within the stipulated date and timings, IIM Tiruchirappalli reserves the right to impose a penalty up to 10% of the Work Order value and the quantum of the penalty will be decided in individual cases and the decision of the competent authority at IIM Tiruchirappalli shall be final and binding.
- ii. In case of failure to carry out the services to the satisfaction of IIM Tiruchirappalli as per the terms and conditions, the Institute will be free to get services done by any other agency at the cost and risk of the service provider.

## 4. Quality of the Services:

- a) In case, the firm fails to do the services satisfactorily, the same services will be obtained from the open market and the difference of cost, if any, will be recovered from Performance



Security or from the pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.

- b) If it is observed at any stage that the quality of the Work is not satisfactory, the Institute reserves the right to cancel the contract/ Work Order as a whole may be terminated and the Security deposit forfeited. Applicable penalties would be levied from all the monies payable to the Service Provider on such termination and the balance amount, if any, would be paid. The decision of the competent authority in the matter of penalties, would be final and binding.

#### **5. Forfeiture of Earnest Money:**

The earnest money will be forfeited in the following cases:

- a) Earnest Money is liable to be forfeited and the bid is liable to be rejected, if a bidder withdraws or amends or impairs or derogates from the RFP in any respect within the period of validity and/or after opening the RFP. Such bidders will also be blacklisted.
- b) When information/certificate/document furnished is found to be false at any stage.
- c) When the bid documents have been manipulated or altered after they are downloaded from the website.

#### **6. Performance Security Details:**

- a) The successful Bidder will be required to remit an interest-free Performance Security Deposit of **10% of the Work Order Value** through online transfer to IIM Tiruchirappalli Bank Account, within five working days from receipt of the Provisional Work Order. On receipt of the Performance Security, confirmatory Work Order will be issued to the successful bidder. The security deposit will be refunded to the vendor after completion of the contract along with payment of the final bill.
- b) Performance Security will be forfeited if the Service Provider fails to perform/abide by any of the terms or conditions of the Contract.

#### **7. Termination of Contract:**

- a. IIM Tiruchirappalli shall, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts in the event of the following:
- If the Service Provider fails to provide the services within the period (s) specified in the contract or any extension thereof granted by the Institute.
  - Notwithstanding anything contained herein, the contract can be terminated by either party by giving an advance notice of three months.
  - Termination shall not affect the ongoing programs (i.e., programs in progress), and they shall progress and conclude as per the terms agreed upon by the parties under the Contract.
  - If the Service Provider fails to perform any other obligation(s) under the contract.
  - If the Service Provider is declared insolvent by the competent Court of Law without any notice.
- b. If the successful Bidder fails to fulfill his obligations under the Contract i.e., non-adherence to terms and conditions in full or in part, IIMT may terminate the Contract forthwith, without incurring any liability whatsoever.

## 8. Integrity Pact

The Pact essentially envisages an agreement between the prospective vendors/ bidders and the buyer, committing the persons/officials of both sides not to resort to any corrupt practices in any aspect/stage of the contract. Only those vendors/bidders who commit themselves to such a Pact with the buyer would be considered competent to participate in the bidding process. In other words, entering into this Pact would be a preliminary qualification. The essential ingredients of the Pact include:

- i. Promise on the part of the principal not to seek or accept any benefit which is not legally available.
- ii. Principal to treat all bidders with equity and reason.
- iii. Promise on the part of bidders not to offer any benefit to the employees of the principal not available legally.
- iv. Bidders not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts, etc.
- v. Bidders not to pass any information provided by the Principal as part of business relationship to others and not to commit any offence under PC/ IPC Act;
- vi. Foreign bidders to disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principals or associates.
- vii. Bidders to disclose the payments to be made by them to agents/brokers or any other intermediary.
- viii. Bidders to disclose any transgressions with any other company that may impinge on the anti-corruption principle.

Any violation of Integrity Pact would entail disqualification of the bidders and exclusion from future business dealings, as per the existing provisions of GFR, 2017, PC Act, 1988 and other Financial Rules/Guidelines etc. as may be applicable to the organization concerned.

The Bidder has to submit the Integrity Pact as per Annexure-V.

9. The Successful Bidder shall at all times use duly licensed software, tools, etc., for the execution of the indicative Scope of work as mentioned above. The Successful Bidder shall duly acknowledge and comply with the provisions of law relating to intellectual property rights. The Successful Bidder shall indemnify and hold the Institute harmless at all times, for any lapses in this regard on its part, for any reason whatsoever.
10. The Successful Bidder shall apprise and seek the inputs of the Institute in the activities planned to complete the Scope of Work.
11. The Successful Bidder shall share the information with the Institute, from time to time, concerning the latest activities in support of the Scope of Work.
12. Grievances, complaints, and suggestions of students or the Institute shall be promptly attended to, remediated, or resolved by the Successful Bidder. Where challenges exist, the same shall be promptly brought to the notice of the Institute.
13. The Successful Bidder shall not alter the Scope of work mentioned by the Institute, in any

manner, without the prior written approval of the Institute.

14. The Successful Bidder shall promptly notify the Institute of any defects or deficiencies that appear or tend to recur in the delivery of Scope of Work.
15. The Successful Bidder shall not outsource and/or subcontract any part of its responsibilities, in full or in part, to any third party, without the prior written approval of the Institute. Even in such cases, such third parties shall also be duty-bound to comply, without demur, with all the terms and conditions of the RFP, as devolving on the Successful Bidder.
16. The Successful Bidder shall be solely responsible for ensuring compliance with all applicable laws of the land in the performance of services.
17. The Successful Bidder shall always work in the best interests of the Institute and shall not (cause to) do any act advertently or inadvertently that is prejudicial to the good functioning, smooth/streamlined working; causing (or having the potential to cause) risk, damage loss of any kind to the (interests of the) Institute. Any breach shall attract penal action, including but not limited to forfeiture of security deposit and termination of Contract.
18. **The signing of Contract:** The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 300/- (Rupees Three Hundred only) within ten working days from the issue of the Work Order along with interest-free performance security deposit. In the event of failure on the part of the successful bidder to sign the contract within the period stipulated above, the EMD shall be forfeited, and the acceptance of BID shall be considered as cancelled.
19. Canvassing in connection with the RFPs is strictly prohibited and RFPs submitted by the bidder who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the bidder to any officer or staff of IIM Tiruchirappalli shall block his/ her RFP from being considered. Canvassing on the part or on behalf of the bidder will also make his RFP liable to rejection.
20. **Authority of the person signing the document:** The person signing the RFP application or any documents forming part of the Contract on behalf of another shall be deemed to warrant that he/she has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, the IIM Tiruchirappalli may without prejudice to other Civil and criminal remedies cancel Contract and held the signatory/agency liable for all cost and damages.
21. In respect of services rendered to IIM Tiruchirappalli, the Service Provider shall be liable for depositing all taxes, levies, cess, etc. to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.
22. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.
23. The Income Tax (TDS) shall be deducted at prevailing rate from the bills, as amended from time to time in accordance with the provisions of Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the Agency.
24. The Work covered by this RFP is a whole and complete job and will not be split for award of Work.
25. **Subletting of Work:** The firm/agency should not assign or sublet the work/job or any part of it



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to any other person or party. The RFP is not transferable. Only one RFP shall be submitted by bidder.

**26. Jurisdiction:** Any dispute arising, if any, under the Contract shall be subject to the Courts at Tiruchirappalli.

**27. Force Majeure:**

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, pandemics, epidemics, quarantine restriction, strikes, and lockouts etc which are beyond the control of either party.

**ANNEXURE – I: PROFILE OF THE BIDDER**

S. No.	Required information	Description
1	Name of the / firm /company	
2	Address of the agency / firm /company	
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.)	
4	Authorized Signatory Details	Name
		Designation
		Email
		Phone
	Details of Contact other than Authorized Signatory	Name
		Designation
		Email
		Phone
5	Month and Year of commencement business.	
6	Statutory details (Photocopies to be attached):	Registration number of the firm. (as per Shops and establishment act.).
		PAN No. of the Agency
		GST No. of the Agency
7	Has your firm/company ever changed its name any time? If yes, provide the previous name and the reasons there for?	



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8	Have you or your constituent ever left the Contract awarded to you incomplete? If so, give name of the Contract and reasons for not completing the Contract.	
9	Brief details of Litigations, if any, connected with related Work, current or during the last three years, the opposite party and the disputed amount.	
10	Give details of Termination of previous Contract, if any	
11	<b>Details of bank mandate;</b>	
	Name of the Beneficiary	
	Name of the Bank	
	Name of the Branch	
	Account No.	
	Type of Account IFSC	
	IFSC Code No.	
12	Total experience (years/ months) Related work in Central Educational Institution/Organization:	

Turnover in the relevant field on Contract basis during the last three years (from 2020-21 to 2022-23). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2020-21	2021-22	2022-23
Details of Gross Annual Turnover - (Rs. in Lac)			
Average Turnover in the last three years	Rs. _____ in Lakhs		



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List of present and past clients in the following format. The information provided will facilitate the evaluation of the Technical Bid (***Please use a separate sheet if required without changing the format***). Please attach client certificate and work orders etc., clearly giving a period of contact.

S. No.	Name of the organization with complete postal address	Nature or type of Work undertaken	Period for which the Contract is/was awarded	Work order Value INR	Name and designation of the contact person with Tel. / Mobile No (s), Email ID
1					
2					
3					
4					
5					
6					
7					
8					
9					



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## ANNEXURE-II: PRICE BID - BOQ

S. No	Description of Items	1 <sup>st</sup> Year Students (2024-26 batch)	2 <sup>nd</sup> Year Students (2023-25 batch)	Total amount inclusive of all the charges excluding GST
1	Service charges/professional Fee for conducting Career Development Workshop for the PGPM & PGPM-HR Students of IIM Tiruchirappalli.			

Note: The quoted fee should include all the charges towards the trainers'/mentors' fee, expenses (including travel, boarding and lodging), levies, duties, taxes, etc. as applicable and exclusive of GST. Fee quoted cannot be revised upward for any reason, whatsoever.





# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## ANNEXURE – III: SUBMISSION OF RFP DOCUMENT

Date:

The Chief Administrative Officer (i/c)  
Indian Institute of Management Tiruchirappalli  
Trichy-Pudukkottai Main Road  
Tiruchirappalli 620 024.

**Subject: Engagement of Agency/Consultants to conduct Career Development Workshops for the Academic Year 2024-25 for IIM Tiruchirappalli.**

**Reference:** RFP Notice published in IIM Tiruchirappalli website. - **RFP No: 24SP005T dated: 02.05.2024**

Dear Sir,

With reference to the RFP notice published in above mentioned website, I / We hereby submit my/ our RFP in a required format. I / We have carefully gone through the terms and conditions and prescribed given and I / We accept the same without any alterations / modifications.

It is certified that I, \_\_\_\_\_ (name of the person)  
S/o Shri \_\_\_\_\_ r/o \_\_\_\_\_

- a) am authorized to sign this document on behalf of M/s. \_\_\_\_\_ (the name of the firm / company which is bidding in this RFP) and that our firm / company have never been blacklisted by any of the Government Organization / Agencies in the past and there is no criminal case registered against our firm / company or its owner / partners anywhere in India.
- b) hereby certify that none of my relative (s) as defined in the RFP document is / are employed in IIM Tiruchirappalli as per details given in RFP document. In case at any stage, it is found that the information given by me is false / incorrect, IIM Tiruchirappalli shall have the absolute right to take any action as deemed fit / without any prior intimation to me.
- c) further declare that:
- All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our Agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.



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- ii. I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all matters.
- iii. I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.
- iv. I understand that the IIM Tiruchirappalli reserves the right to accept or reject and to cancel the RFP and reject all bids at any time prior to the award of the contract, without detailing any specified reasons whatsoever

Place: \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_

**Seal of agency / Firm / Company**



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## ANNEXURE – IV: LETTER OF AUTHORISATION

### LETTER OF AUTHORISATION FOR ATTENDING PRE-BID MEETING

**To**

The CAO (i/c)  
IIM Tiruchirappalli  
Pudukkottai Main Road,  
Chinna Sooriyur Village,  
Tiruchirappalli - 620 024

**Subject:** Authorization for attending Pre Bid Meeting/ Technical Bid/Evaluation/ Price Bid opening on \_\_\_\_\_ in the *RFP for Engagement of Agency/Consultants to conduct Career Development Workshops for the Academic Year 2024-25 for IIM Tiruchirappalli.*

Following persons are hereby authorized to attend the Site Visit/ Pre Bid / Technical Bid / Price Bid meeting for the RFP mentioned above on behalf of. ....(Bidder) in order of preference given below.

Order of preference	Name	Designation	Contact No	Specimen Signatures
I				
II				

Alternate Representative

Signatures of Bidder

or

Officer authorized to sign the bid Documents on behalf of the Bidder.

**Note:**

1. Maximum of **two representatives** will be permitted to attend Pre Bid Meeting / bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.



**ANNEXURE V: INTEGRITY PACT**

This Integrity Agreement is made at ..... on this ..... day of ..... 2024 BETWEEN

The Director, IIM Tiruchirappalli represented through Chief Administrative Officer, IIM Tiruchirappalli, (Hereinafter referred as the IIM Tiruchirappalli, Trichy - Pudukkottai High Road, Trichy – 620 024, “Principal/Owner”, which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

.....

..... (Name and Address of the Individual/ firm/ Company)

Through .....

(Hereinafter referred to as the (Details of duly authorized signatory) “Bidder/Contractor” and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

**Preamble**

WHEREAS the Principal / Owner has floated the ***RFP No 24SP005T dated 02.05.2024*** (hereinafter referred to as “RFP/Bid”) and intends to award, under laid down organizational procedure, contract for ***“Request for Proposal for Engagement of Agency/Consultants to conduct Career Development Workshops for the Academic Year 2024-25 for IIM Tiruchirappalli”***. hereinafter referred to as the “Contract”.

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as “Integrity Pact” or “Pact”), the terms and conditions of which shall also be read as integral part and parcel of the RFP/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

**Article 1: Commitment of the Principal/Owner**

- 1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:

- a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the RFP, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b) The Principal/Owner will, during the RFP process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the RFP process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the RFP process or the Contract execution.
  - c) The Principal/Owner shall endeavour to exclude from the RFP process any person, whose conduct in the past has been of biased nature.
- 2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

## **Article 2: Commitment of the Bidder(s)/Contractor(s)**

- 1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the IIM Tiruchirappalli / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the RFP process and throughout the negotiation or award of a contract.
- 2) The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the RFP process and during the Contract execution:
  - (a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the RFP process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the RFP process or during the execution of the Contract.
  - (b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
  - (c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - (d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/ representatives in India, if any. Similarly, Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a RFP but not both. Further, in cases where an agent participates in a RFP on behalf of one manufacturer, he shall

not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel RFP for the same item.

(d) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.

- 3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offenses outlined above or be an accessory to such offenses.
- 4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a wilful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the IIM Tiruchirappalli interests.
- 5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/her reputation or property to influence their participation in the RFP process).

### **Article 3: Consequences of Breach**

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

- 1) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Institute reserves the right to cancel the RFP. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.
- 2) **Forfeiture of EMD/Performance Guarantee/Security Deposit:** If the Principal/Owner has disqualified the Bidder(s) from the RFP process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.
- 3) **Criminal Liability:** If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

### **Article 4: Previous Transgression**



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- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the RFP process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the RFP process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.
- 3) If the Bidder/Contractor can prove that he has resorted/recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

## **Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors**

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/sub-vendors.
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/ Owner and the bidder, along with the RFP or violate its provisions at any stage of the RFP process, from the RFP process.

## **Article 6- Duration of the Pact**

This Pact begins when both parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of the defect liability period, whichever is more, and for all other bidders, till the Contract has been awarded. If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, IIM Tiruchirappalli.

## **Article 7- Other Provisions**

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Division of the Principal/Owner, who has floated the RFP.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partners holding power of attorney signed by all partners and consortium members. In the case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) It is agreed that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.



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## Article 8- LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the RFP/Contact documents with regard to any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....  
(For and on behalf of Principal/Owner)

.....  
(For and on behalf of Bidder/Contractor)

WITNESSES:

1.....  
(Signature, name and address)

2.....  
(Signature, name and address)

Place:

Dated:



**CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE RFP**

Sl. No	Covers	Details	Remarks	Tick (✓)
1	(Cover 1)	All the documents and Annexures, <i>except Price Bid document.</i>		
2	(Cover 2)	Only Price Bid documents as per the <i>Annexure-II.</i>		
3		Whether GST Registration Certificate is enclosed.		
4		Whether PAN is enclosed.		
5		Whether documents in support of meeting the basic eligibility conditions stipulated in the RFP document (i.e., proof for experience in a similar nature of work, annual turnover, performance certification with verifiable contacts, etc., have been enclosed with Technical Bid).		
6		Whether duly filled in Technical Bid documents (i.e., <a href="#">Annexure-I</a> to the RFP document) along with all the related enclosures have been enclosed with the RFP:		
		i. Registration/ Incorporation details of the bidding firm/Agency/ Company		
		ii. Documents in support of the Legal Status of the Bidder. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of partnership firm or Private Limited Company.		
		iii. Authorization / Power of attorney for signing the RFP document		
		iv. Audited Annual Accounts, Income Tax Return and Assessment Orders for the last three consecutive financial years i.e., from 2020-21 to 2022-23.		
		v. Details of completed contracts in the prescribed format during the last three years along with proof with verifiable contacts.		
		vi. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts.		
		vii. All other information/ details/ supporting documents/proof desired in the RFP document		
7		Whether Technical Bid documents as per <a href="#">Annexure-I</a> of the RFP document is submitted.		
8		Whether Undertaking, Declaration and Near Relative Certificate attached as per <a href="#">Annexure-III.</a>		
9		Whether Letter of Authorization to attend pre-bid and RFP opening meetings as per <a href="#">Annexure-IV</a> is submitted.		
10		Whether Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and overwriting/ erasures, if any, in the technical Bid duly been signed and endorsed with the seal?		
11		Whether an <b>Index or Table of Content</b> of all enclosures to the Technical Bid has been prepared and attached with the Technical Bid to facilitate quick reference?		
12		Whether RFP documents and its Corrigendum have been signed with seal in all the pages by the Bidder.		