

**भारतीय प्रबंध संस्थान जम्मू**  
**Indian Institute of Management Jammu**

ओल्ड यूनिवर्सिटी कैंपस, कैनाल रोड, जम्मू (जम्मू-कश्मीर) – 180016 भारत  
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**NOTICE INVITING TENDER (NIT)**  
**(E-PROCUREMENT MODE)**  
**FOR**  
**FOR CONDUCTING PRE-PLACEMENT**  
**PREPARATORY TRAINING TO THE STUDENTS**  
**OF IIM JAMMU**

**Tender Ref No: IIMJ/NIT/ Pre-Placement-Training/2022-23/04**

**Dated: 12.08.2022**

Tender Document can be downloaded from following websites:

<http://www.iimj.ac.in/tender-and-notice>

<https://www.eprocure.gov.in/eprocure/app>

<https://mhrd.euniwizarde.com>

Address To:

Chief Administrative Officer

Indian Institute of Management Jammu

Old University Campus, Canal Road

Jammu- 180016 (J&K)

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## NOTICE INVITING TENDER (E-Procurement Mode)

### FOR CONDUCTING PRE-PLACEMENT PREPARATORY TRAINING TO THE STUDENTS OF IIM JAMMU

Tender Ref No: IIMJ/NIT/Pre-Placement-Training/2022-23/04

Dated: 12.08.2022

Indian Institute of Management Jammu, an autonomous body, under the Ministry of Education, Government of India invites e-tenders / online bids for conducting Pre-Placement Preparatory Workshop/ Programme to the students of IIM Jammu. Interested Agencies meeting the eligibility criteria as per Tender document may submit their Bids complete in all respect.

The Important information related to tender are as follows:

#### TENDER SCHEDULE:

Date of Issue/Publishing	:-	12.08.2022
Start date and time of submission of Bid	:-	13.08.2022
Last Date and Time for Uploading of Bids	:-	05.09.2022 upto 06:00 PM
Last Date and Time for receipt of queries	:-	29.08.2022 upto 6.00 PM
Date and Time of Opening of Tender	:-	07.09.2022 @ 3.00 PM
Date of Opening of Financial Bids	:-	will be informed later
Presentation	:-	will be informed later
Tender Process Fee (Non-refundable) <b>Not exempted</b>	:-	Rs. 590/- (Rupees Five Hundred and Ninety only) Including GST
Cost of Tender Document/ Registration Fee	:-	Nil
EMD	:-	Rs. 20,000/- (Rupees Twenty Thousand only)
Performance Security	:-	3 % of Total Estimated Contract Value
Contact detail	:-	Placement Office 0191-2585837 <a href="mailto:placement.office@iimj.ac.in">placement.office@iimj.ac.in</a>
Location of the Delivery	:-	Indian Institute of Management Jammu, Old University Campus Canal Road, Jammu-180016 (J & K)

**Note:** The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.

**\*\*Sd/-\*\***

**Chief Administrative Officer**

## 1. BACKGROUND:

- 1.1 Indian Institute of Management Jammu, hereinafter known as IIM Jammu is one of the Institutions of National Importance (INIs) in India governed by the Indian Institute of Management Act 2017 under the Ministry of Education (MOE), Government of India. The Institute imparts quality/ world class education in Management and conducts MBA program, postgraduate programme in management equivalent to MBA, Doctoral level programmes and executive training programs in all the functional areas of Management.
- 1.2 IIM Jammu is operating from its temporary campus at the Old University Campus, Canal Road, Jammu, since August 2016. Indian Institute of Management Jammu has setup a new extension transit campus to accommodate new students, staff and faculty at Jallo Chak, Jammu, which will be used for residential and academic purposes.
- 1.3 IIM Jammu is also operating its transit Satellite campus for Executive's Education Programs at Pohroo Chowk, Nowgam Bypass, Srinagar-190015 J&K.
- 1.4 The proposed 200 acres of state-of-the-art campus is coming up at Jagti, 14 Kms. from Jammu City, about 16 Kms. from Jammu Railway Station and 18 Kms. from Jammu Airport. The proposed Campus will be a blissful mix of modern architecture, culture and heritage of Jammu and Kashmir.
- 1.5 IIM Jammu invites e-tender / online bids from interested parties or agencies who are in the business of conducting Pre-Placement Preparatory Workshop / Programme to the students of various Central/State Govt. Institute /Autonomous Institute/reputed private institutes.

## 2. SCOPE OF WORK/ REQUIREMENT FOR PRE-PLACEMENT PREPARATORY WORKSHOP:

### 2.1 Mode: – Offline

Program Activity	Duration	Type
Resume Building/SOP and Review	50 Mins	1:1
Mock Interview	50 Mins	1:1
Sector / Role Clarity Session	30 Mins	1:1
Session on Group Discussion & Mock GD	40 Mins	1:1
Domain based readable for at least 20 roles	-	-

### 2.2 Approx. Strength of Students –

Year	No. of students
1 <sup>st</sup>	240
2 <sup>nd</sup>	217
Total	457

- 2.3 All sessions will be organized based on the role/ industry preference, education background and work experience of the students.
- 2.4 All sessions will prepare the students for actual interviews by practicing interview questions and case studies, sharing experiences, providing detailed feedback, and resolving students' queries.
- 2.5 Students will be asked to share their top 3 roles and sector preferences and coach allocation would be done based on the same.
- 2.6 For each personalized interview, detailed feedback will be collected and shared with the student and placement committee.

- 2.7 All sessions should be conducted on the suitable & matching platform for better user experience and progress tracking of students.
- 2.8 Sessions timings would be as per students and coach's availability and may happen on weekdays late nights or weekends.
- 2.9 The assignment can be started within a week of award of tender and each activity can be accomplished within 30 days of initiation. For Example, if we start the resume sessions on 15 Sep, it would be completed by 15 Oct, similarly for mock Interviews.
- 2.10 All the coaches assigned to IIM Jammu will have minimum of 5 years of experience.
- 2.11 **Resume Building session** – Coach will go through the resume and mark the comments before the session to improve the effectiveness of the session. Students would be requested to go through the vetted resume before the session, gather the doubts and clear during the 1:1 interaction. The session will cover following points –
  - 2.11.1 Explain and discuss the changes coach has proposed.
  - 2.11.2 Quiz the students on the points and gauge their preparedness
  - 2.11.3 Provide them feedback to improve further
  - 2.11.4 Answer the resume queries of the student
- 2.12 **SOP/Cover letter:** The coach will go through the SOP/Cover letter and mark the comments before the session to improve the session's effectiveness. This will be conducted during a one-on-one resume session.
- 2.13 **Power Verbs dictionary:** The coach will also recommend and share the Power Verbs dictionary with students or respective committee that aids students to better understand the current trend.
- 2.14 **Video Resume:** The coach will provide feedback on students' video resumes due to the increasing demand for such procedures to evaluate students in lieu of the online/remote placement process.
- 2.15 **Group discussions Mock interviews (GDPI):** As a prerequisite, the student will be asked to prepare on close to 40 types of behavioural and domain interview questions. A one-on-one interview will follow the preparation to judge the student's behavioural interview skills and give feedback on the same and general preparation on the interview as well. The session will cover the following points –
  - 2.15.1 Mock Interview on the preferred role and sector
  - 2.15.2 Detailed feedback in the session
  - 2.15.3 Queries of the student
  - 2.15.4 Conduct group discussion to polishing students' soft skills and enhancing their professional representation.
- 2.16 **HR Analytics:** The coach will provide insight training on HR analytic interviews, especially to students with a major/minor in HR.
- 2.17 **Guesstimate:** This has now become an essential part of several interview processes. This process aims to help bridge the industry knowledge gap that aids students in understanding the industry requirements better. The process requires familiarizing the students with the dynamics of aptitude and analytics to provide an easy framework to understand any industry. The session will cover the following points –
  - 2.17.1 A detailed session on guesstimates and process to tackle these questions.

2.17.2 Include guesstimate questions during mock interviews.

2.17.3 Provide practice material to students

2.18 **Aptitude Test:** The team will have to conduct aptitude tests to prepare students since most companies have aptitude tests as screening tests.

2.19 **Domain Sessions:** Separate sessions should be conducted for 1<sup>st</sup> and 2<sup>nd</sup> year students. Sessions for 2<sup>nd</sup> year students should be more specific to domains and roles.

2.20 **Certifications:** The coach will suggest the relevant certifications to students about his/her domain and certifications that companies look for.

### 3. TERMS OF CONTRACT:

3.1 **Period of Contract:** Contract period will be initially for one year. This period may be extended on yearly basis extension on same rate and terms & conditions subject to the satisfactory performance or with some addition/ deletion/ modification for a further period of maximum up to 3 years.

3.2 **Sub-Contracting:** The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.

3.3 The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

3.4 The service provider should manage their travel to IIM Jammu campus **on their own**. The lodging and boarding can be provided in the Institute's guest house (based on availability) on payment basis. If any room is not available in the Institute's guest house, the agency shall have to make their own arrangement for lodging and boarding on their own cost.

### 3.5 PAYMENTS TERMS:

3.5.1 The payment will be done after the successful delivery/completion of the assignment and submission of the invoice.

3.5.2 IIM Jammu will normally settle the bill within 30 days from the receipt of the bill. However, for delayed payment, the Contractor will not charge any penalty or interest to IIM Jammu.

3.5.3 The payment under this agreement shall be made on satisfactory completion of job contract services to be certified by Placement Office IIM Jammu, through NEFT/RTGS/IMPS (online transfer). The final payment shall, however, be made only after adjusting all the dues / claims of the IIM JAMMU.

3.5.4 Bill to be made in the name of Indian Institute of Management Jammu.

3.5.5 No advance payment will be made under any circumstances.

3.5.6 TDS/ Income Tax etc. are to be deducted at source from the bills of Contractor as per rule.

3.5.7 GST No, Pan No and account details should be clearly mentioned on the bill.

3.6 IIM Jammu reserves the right to cancel the contract at any time without assigning any reasons whatsoever.

- 3.7 **FORCE MAJURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by Force Majeure situation. The Agency/ Firm shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Agency/ Firm and not involving the Agency/ Firm's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 3.8 The decision of Competent Authority, IIM Jammu will be final in all matters relating. Indian Institute of Management Jammu reserves the right to reject any application without assigning any reason.
- 3.9 In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be referred to the Sole Arbitrator to be appointed by the Director, IIM Jammu and the award of the Sole Arbitrator will be binding on both the parties. Further, any legal dispute arising out of any breach of contract shall be settled in the court of competent jurisdiction located within the local limits of Jammu, J&K.

#### **4. ELIGIBILITY CRITERIA:**

- 4.1 The Agency should have PAN Number and GTS Registration.
- 4.2 Annual turnover minimum 1 Crore per annum during the last financial year i.e FY 2020-21. The agency should also attach a copy of certificate of turnover issued by chartered accountant regarding turnover of last financial year ended on 31 March 2021 i.e FY 2020-21, along with profit loss statement/ balance sheet/ income tax return of last financial year ended on 31 March 2021 i.e FY 2020-21 certified by a Chartered accountant.
- 4.3 The Agency should have Minimum 1 (One) year' experience of similar work of conducting such workshops/programs for academic institutions in Govt./State Govt./Govt. Autonomous Institute /large reputed institution / organization preferably at IIMs/IITs. PO / WO / Agreement / Experience Certificate / Performance certificate from the clients is to be submitted.
- 4.4 The Agency should have not been debarred / blacklisted / terminated / ceased without completing the entire duration of contract period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions, CFTIs etc. during past five years from the last date of submission of Proposals.

#### **5. TENDER PROCESSING FEE & EARNEST MONEY DEPOSIT (EMD):**

- 5.1 The Bidder should submit Tender Processing Fee of Rs. 590/- (Rupees Five Hundred and Ninety only) – Non-Refundable / Not-Exempted and Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand only) separately in the form of NEFT/RTGS in the name of "Indian Institute of Management Jammu".

##### **Bank Details of IIM Jammu for NEFT/RTGS:**

**NAME OF THE ACCOUNT HOLDER:** INDIAN INSTITUTE OF MANAGEMENT JAMMU

**NAME OF BANK:** THE JAMMU & KASHMIR BANK LTD.

**BRANCH NAME:** E/C GOVT. COLLEGE OF ENGINEERING CANAL ROAD

**ADDRESS OF BANK:** GCET CANAL ROAD JAMMU

**IFSC CODE:** JAKA0EGCENG

**A/C NUMBER:** 1250040500000042

**MICR CODE:** 180051027

- 5.2 The Technical Bid without Tender Processing Fee & EMD would be considered as UNRESPONSIVE and will not be accepted. NSIC / MSME registered bidders must submit copy of valid NSIC / MSME Registration Certificate for exemption of EMD only.
- 5.3 The Tender Processing Fee and EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidders on the amount of the EMD.
- 5.4 The public sector companies will not be exempted from submitting EMD until and unless they submit document pertaining to directives of Government of India in this regard of the Tender.
- 5.5 **Refund of EMD:** The EMD will be refunded without any interest to the unsuccessful Bidders only after the Tenders are finalized.

## 6. SUBMISSION OF BID (INSTRUCTIONS FOR ONLINE BID SUBMISSION):

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Class 3 Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, and submitting their bid online on the e-tendering portal as per uploaded bid. **Prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.**

More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://mhrd.euniwizarde.com>

### 6.1 REGISTRATION:

- 6.1.1 Bidders are required enroll on the e-Procurement Portal (URL: <https://mhrd.euniwizarde.com>) with clicking on the link "Online bidder Registration" on the e-tender Portal by paying the Registration fee.
- 6.1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 6.1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
- 6.1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 6.1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6.1.6 Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
- 6.1.7 The scanned copies of all original documents should be uploaded in pdf format on portal <https://mhrd.euniwizarde.com>
- 6.1.8 After completion of registration payment, you need to sends your acknowledgement copy on our help desk mail id [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com) for activation of your account.



## 6.2 SEARCHING FOR TENDER DOCUMENTS:

- 6.2.1 There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
- 6.2.2 Once the bidders have selected the tenders they are interested in, you can pay the form fee and processing fee (Non-Refundable) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

## 6.3 PREPARATION OF BIDS:

- 6.3.1 Bidder should consider any corrigendum published on the tender document before submitting their bids.
- 6.3.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- 6.3.3 **Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.**
- 6.3.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.
- 6.3.5 These documents may be directly submitted from the "**My Documents**" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## 6.4 SUBMISSION OF BIDS (GENERAL INSTRUCTIONS):

- 6.4.1 Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 6.4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by RGIPT, Jais.
- 6.4.3 Bidder has to select the payment option as "e-payment" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 6.4.4 Bidder should prepare the EMD as per the instructions specified in the tender document. The EMD in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of EMD amount in original by the said time, the uploaded bid will be summarily rejected.

- 6.4.5 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 6.4.6 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6.4.7 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6.4.8 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6.4.9 Upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
- 6.4.10 The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

## 6.5 BID SUBMISSION PROCESS:

The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. Financial Bids to be submitted in BOQ format only.

### 6.5.1 TECHNICAL BID SUBMISSION:

6.5.1.1 Bidder should number the pages submitted in form of Technical Bid and provide an INDEX/ COMPLIANCE SHEET (**As per Annexure-I**) indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid, without which the tender will be considered incomplete and hence, summarily rejected.

6.5.1.2 **The Technical Bid should be accompanied by the relevant documents, duly signed and stamped by Authorised Signatory on each page of Technical Bid & relevant documents and all supportive**

**documents to be attached with related annexure only, without which the tender will be considered incomplete and hence, summarily rejected.**

6.5.1.3 **Due date:** The tender has to be submitted online on or before the due date. The offers received after the due date and time will not be considered.

6.5.1.4 The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, as taken of having read, understood and complied with tender, the terms, and conditions contained herein. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.

6.5.1.5 The bid should be precise, complete in all respect and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required through the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

6.5.1.6 The bid should be clear and without any condition. Conditional bids shall be summarily rejected.

6.5.1.7 IIM Jammu reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.

6.5.1.8 IIM Jammu reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.

6.5.1.9 Any change/corrigendum/extension of closing/ opening dates in respect of this tender shall be issued through e-tender Portal (<https://mhrd.euniwizarde.com>) and IIM Jammu website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit IIM Jammu website for updates.

## 6.5.2 **FINANCIAL BID SUBMISSION:**

6.5.2.1 A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidder to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable. The format of Financial Bid is also given at **Annexure-VIII** for reference only.

6.5.2.2 The Financial Bid (Price Bid) shall be submitted in electronic form only in conformity with the tender specifications on the portal only by the time & date as specified in NIT.

6.5.2.3 The financial cover shall contain price bid in the enclosed "Price Bid format" i.e. in BOQ format. Submission of the Financial Bid (Price Bid) by any other means shall not be accepted by the Institute in any circumstances.

6.5.2.4 The Bidder shall not tamper/modify Financial Bid Format in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

6.5.2.5 Online submission of the bid will not be permitted on the portal after expiry of submission time and the Bidder shall not be permitted to submit the same by any other mode.

6.5.2.6 The bidders are advised to quote their rates in Indian Rupees (INR) only.

6.5.2.7 All duties, taxes and other levies payable by the vendor shall be included in the total price. However, GST will be extra paid as actual.

6.5.2.8 Quoted rate should be all-inclusive. No extra charges shall be entertain other than the quoted rate.

6.5.2.9 The cost of Domain based readable (for at least 20 roles) shall be inclusive in above quoted rates (Refer Para 2.1).

### 6.5.3 ONLINE BID SUBMISSION:

The Online bids (complete in all respect) must be uploaded online in two covers as explained below:

<b>COVER – 1 (TECHNICAL BID)</b>			
All Documents establishing conformity to the Eligibility Criteria (Following documents to be provided as single PDF file)			
Sr. No.	Documents	Content	File Types
1.	Technical Bid	INDEX/ COMPLIANCE SHEET ( <b>As per Annexure-I</b> ) indicating the page number of each document submitted	.PDF
2.		Technical Bid As per <b>Annexure - II</b>	.PDF
3.		Proof of Tender Processing Fee and EMD.	.PDF
4.		Tender Acceptance Letter as per <b>Annexure-III</b> .	.PDF
5.		Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.	.PDF
6.		Copy of GST Registration Certificate.	.PDF
7.		Details of the Proprietor, Directors, consultant and top executives (with Names, address, phone number etc.) should be furnished with the tender on the letter head of the agency.	.PDF
8.		Details of Trainers/ Experts including the industry experts who'll be involved for conducting mock technical interviews at IIM Jammu ( <b>as per Annexure-IV</b> ) along with Experience certificates.	.PDF
9.		MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per <b>Annexure- V</b> .	.PDF
10.		Copy of certificate of turnover issued by chartered accountant regarding turnover of last financial year, along with profit loss statement/ balance sheet of last financial year ended on 31 March 2021 certified by a Chartered accountant.	.PDF

<b>COVER – 1 (TECHNICAL BID)</b>			
All Documents establishing conformity to the Eligibility Criteria (Following documents to be provided as single PDF file)			
<b>Sr. No.</b>	<b>Documents</b>	<b>Content</b>	<b>File Types</b>
11.		Detail of Experience as per <b>Annexure-VI</b> , along with the copy of work order and completion / performance certificates in the same sequence.	.PDF
12.		<b>Proof of Experience:</b> PO/ WO/ Agreement/ Experience Certificate/ Performance certificate from the clients.	.PDF
13.		Self-Declaration about Non Black Listing <b>as per Annexure-VII.</b>	.PDF
14.		Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any.	.PDF
15.		All other documents, as required in terms of the tender, to claim eligibility.	.PDF
Note: Institute may ask the vendor to submit any other certificate/document as it may deem fit.			

<b>COVER – 2 FINANCIAL BID (PRICE-BID)</b>			
<b>Sr. No.</b>	<b>Types</b>	<b>Content</b>	<b>File Types</b>
1.	Financial Bid	Price Bid in given format BOQ only.	.xls

#### 6.6 ASSISTANCE TO BIDDERS:

6.6.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

6.6.2 Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the 12x7 Helpdesk Support.

6.6.3 Please feel free to contact ITI Helpdesk (as given below) for any query related to e-tendering.

Helpdesk Support (**011- 49606060**)  
Mr. Anand (9650970101)

6.7 **Bid Validity:** The bids shall remain valid for a period of 90 days from the date of opening of financial bid. In case the Bidder withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

In case the Bidder withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

6.8 The Submission of bids does not entitle any agency for automatic grant of award.

6.9 Any enquiry after submission of the proposal will not be entertained.

- 6.10 IIM Jammu reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the TENDER Document without assigning any reason thereof. Any enquiry after submission of the proposal will not be entertained.

## 7. BID OPENING & EVALUATION:

- 7.1 The online bids will be opened by a Tender Process Committee duly constituted for this purpose. Online bids (complete in all respect) received along with Tender Processing Fee and EMD (if any) will be opened as mentioned at “Tender Schedule” in presence of bidders representative if available.
- 7.2 The Agencies may depute their authorized representatives to remain present during the Proposal opening process subject to submission of valid authorization letter in the name of the representative to attend the Proposal opening process. Only one representative will be allowed to participate in the tender opening.
- 7.3 **Place for opening of Bids:** Indian Institute of Management Jammu, Old University Campus Canal Road, Jammu-180016 (J & K)
- 7.4 **The Technical bid** will be opened first and evaluated. **The Financial bid** of only those bidders whose technical bid is found to be technically responsive by the Committee will be opened. The Financial bids of ineligible bidders will not be opened.
- 7.5 **Presentation:** A Separate online meeting for presentation will be conducted through Google Meet or any other platform, to assess the technical competence of the bidders. The bidders can use this presentation as an opportunity to present their thoughts on how they conduct Pre-Placement Preparatory Workshop / Programme to the students of various Central/State Govt. Institute /Autonomous Institute/reputed private institutes. This presentation will be the part of evaluation of technical bids. The link of Online meeting for presentation will be shared with only those bidders, whose bid / application would have been received by the closing time and date as indicated in the beginning of this document. Maximum of two representatives per bidder will be permitted to attend online meeting for presentation, subject to the submission of valid authorization letter.
- 7.6 **Selection of successful Agency:** IIM Jammu will use Cost Evaluation under Combined Quality Cum Cost Based System (CQCCBS), the technical proposals will be allotted weightage of 70% while the financial proposals will be allotted weightages of 30%. Proposals with the lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices. Total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.

### TECHNICAL EVALUATION CRITERIA:

S.No.	Parameter	Scoring Protocol
	<b>QUALITY</b>	<b>TOTAL: 100 MARKS</b>
1	Experience (in years)	<b>Max Marks: 10</b> - 5 or more years of existence and working – 10 Marks - 1 or more but less than 5 years of existence and working- 5 Marks - Less than 1 years of existence and working – 0 Marks
2	Experience with IITs/IIMs *	<b>Max Marks: 10</b> For every two engagement with any of the IITs/IIMs in last 5 years- 2 Marks, subject to the maximum up to 10 marks

S.No.	Parameter	Scoring Protocol
	<b>QUALITY</b>	<b>TOTAL: 100 MARKS</b>
3	Annual Turnover of last financial year i.e. 2019-20	<b>Max Marks: 06</b> <ul style="list-style-type: none"> <li>- 2.5 crore &amp; Above – 06 Marks</li> <li>- 2 Crore &amp; Above but less than 2.5 carore – 04 Marks</li> <li>- 1 Crore &amp; above but less than 2 Crore- 3 Marks</li> <li>- Less than 1 Crore – 0 Marks</li> </ul>
4	Resume Session and One-on-One Feedback	<b>Max Marks: 06</b> <ul style="list-style-type: none"> <li>(a) One-on-one review/feedback session for all students on-campus (06 marks)</li> <li>(b) One-on-one review/feedback session for all students online (05 marks)</li> </ul> <p>In case of work done under multiple institutions (Online or On Campus), Average marks shall be taken in to consideration.</p>
5	Session on Group Discussions and Mock GDs	<b>Max Marks: 11</b> <ul style="list-style-type: none"> <li>- Mock GD session with 2 chances for all students – on-campus (11 marks)</li> <li>- Mock GD session with 2 chances for all students – online (09 marks)</li> </ul> <p>In case of work done under multiple institutions (Online or On Campus), Average marks shall be taken in to consideration.</p>
6	Session on Personal Interviews and Mock PIs (HR/Behavioral and Technical)	<b>Max Marks: 11</b> <ul style="list-style-type: none"> <li>- Mock PI sessions with at least 1 HR/Behavioural interview and 1 technical interview – on-campus (11 marks)</li> <li>- Mock PI sessions with at least 1 HR/Behavioural interview and 1 technical interview – online (09 marks)</li> </ul> <p>In case of work done under multiple institutions (Online or On Campus), Average marks shall be taken in to consideration.</p>
7	Sector/Role Clarity Sessions	<b>Max Marks: 11</b> <ul style="list-style-type: none"> <li>- More than 5 sessions of 1 hour each covering 5 or more sectors – On-campus (11 Marks)</li> <li>- More than 5 sessions of 1 hour each covering 5 or more sectors - Online/Webinars (09 Marks)</li> </ul> <p>In case of work done under multiple institutions (Online or On Campus), Average marks shall be taken in to consideration.</p>
8	Quality of Experts	<b>Max Marks: 20</b> <p>A list of experts for all major sectors and most of them currently working at senior positions in reputed companies having past working of more than 10 years experience in reputed companies:</p> <ul style="list-style-type: none"> <li>- Number of experts- 15 &amp; Above (20 Marks)</li> <li>- Number of experts- 12 to 14 (15 Marks)</li> <li>- Number of experts- 10 to 11 (12 Marks)</li> <li>- Number of experts- 8 to 9 (10 Marks)</li> <li>- Details not provided or working without the industry experts support (0 Marks)</li> </ul>
9	Presentation by the bidder	<b>Max Marks: 15</b> <p>The presentation will be evaluated based on the following parameters:</p>

S.No.	Parameter	Scoring Protocol
	<b>QUALITY</b>	<b>TOTAL: 100 MARKS</b>
		(i) Consolidated Offerings (ii) Contact Hours Per Student (One on One) (iii) Team Deployed for Workshop (iv) Experience of Mentors (v) Contribution to Job preparation (vi) Value added benefits being offered. (vii) Past client feedback (viii) Resume Session and One-on-One Feedback (Past Experience) (ix) Session on Group Discussions and Mock GDs (Past Experience) (x) Session on Personal Interviews and Mock PIs (HR/Behavioral and Technical) (Past Experience) (xi) Sector/Role Clarity Sessions (Past Experience)

**If critical details would be missing from the proposal, the scores would not be calculated, and the candidature would be disqualified.**

*\*Engagement of company should be with the Flagship programs of IIM/ IIT will only be considered and no other short term programme will be considered. **Flagship programs:** A 2-year full-time MBA/PGP programs, 5 year/ 6 year Integrated program of IIM's or other premier B-school and 4 years Bachelor of Technology, 5 year/ 6 year integrated program of IIT's.*

7.6.1 The bidder with the highest total score (technical + Financial) will be declared as the successful bidder. In case of tie, the bidder having higher financial score will be declared successful.

7.6.2 The following formula will be used to evaluate the overall ranking of the qualified tenders.

$$\text{Overall Score} = \frac{\text{Score of Technical Bid} \times 70}{\text{Highest Score of Best Technical Bid}} + \frac{\text{Lowest Financial Bid} \times 30}{\text{Price of Financial Bid}}$$

7.6.3 Selection of tender will be based on overall score calculated from the formula. An Example of the same is presented below:

Bidder	Score of Technical Bid	Price of Financial Bid	Overall Score	Overall Rank
Company A	90	480	98.75	First
Company B	80	470	91.58	Third
Company C	80	460	92.22	Second

7.7 The institute reserves the right to seek clarifications or additional information/ documents from any Agency regarding its technical Proposal. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the Agency does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.

7.8 Technical Bid containing commercial details or Revelation of Prices in any form or by any reason before opening the Financial Bid shall not be considered.



- 7.9 IIM Jammu reserves the right to reject any application without assigning any reason.
- 7.10 The decision of Competent Authority, IIM Jammu will be final in all matters relating.
- 7.11 In case the day of opening of proposal is declared as a Public Holiday or there is non-functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose. No separate intimation will be given.

## 8. AWARD OF CONTRACT:

- 8.1 The Successful Bidder should accept the offer within 10 days from the date of receipt of "Letter of Offer", failing which the offer will be cancelled.
- 8.2 In case the successful bidder backing out before actual award or execution of agreement or declines the offer of contract, for whatsoever reason(s), IIM Jammu will have right to forfeit the EMD.
- 8.3 The service provider should be able to execute the on-campus workshop within the 10 days of receiving the work order and should be able to complete the detailed components and submit the exhaustive report within 30 days after the on-campus workshop.
- 8.4 The IIM Jammu is not bound to award contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counter offer rate is offered to the bidders.
- 8.5 IIM Jammu reserves the right to negotiate the quoted price with the successful Agency to arrive at the fair and reasonable price.
- 8.6 The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.
- 8.7 It is clearly understood by the parties that no financial liability of any type is created by issuance of work order. The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.

## 9. PERFORMANCE SECURITY:

- 9.1 The successful Agency is required to furnish 3 % of Total Estimated Contract Value as security deposit. EMD will automatically be converted into performance security and the Agency will be required to furnish balance amount (if any) for performance security in form of Demand Draft from any scheduled commercial Bank or through NEFT in favor of '**Indian Institute of Management Jammu**' payable at Jammu, which would be returned after completion of work. No interest will be payable on performance security.
- 9.2 In case of breach of contract, performance security shall be forfeited and the agency shall be blacklisted for such period as decided by the competent authority in addition to termination of the contract.

\*\*Sd/-\*\*

Chief Administrative Officer  
Indian Institute of Management Jammu

**INDEX/ COMPLIANCE SHEET**

(To be submitted on the letterhead of the agency)

Sr. No	Document Name	Compliance (Yes / No)	Page No		Remarks
			From	To	
1.	Technical Bid as per <b>Annexure-II</b>				
2.	Proof of Tender Processing Fee and EMD				
3.	Tender Acceptance Letter as per <b>Annexure-III</b>				
4.	Copy of Permanent Account Number (PAN)				
5.	Copy of GST Registration Certificate				
6.	Details of the Proprietor, Directors, consultant and top executives (with Names, address, phone number etc.) on the letter head of the agency.				
7.	Details of Trainers /Experts including the industry experts who'll be involved for conducting mock technical interviews at IIM Jammu ( <b>as per Annexure-IV</b> )				
8.	MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per <b>Annexure- V.</b>				
9.	Copy of certificate of turnover issued by chartered accountant regarding turnover of last financial year, along with profit loss statement/ balance sheet of last financial year ended on 31 March 2021 certified by a Chartered accountant.				
10.	Details of work experience ( <b>as per Annexure-VI</b> )				
11.	<b>Proof of Experience:</b> PO/ WO/ Agreement/ Experience Certificate/ Performance certificate from the clients.				
12.	Self-Declaration about Non Black Listing as per <b>Annexure-VII</b>				
13.	Duly signed and stamped of the entire Tender document along with its addendum/corrigendum, if any				
14.	All other documents, as required to claim eligibility				

Place:

Date:

(Signature with stamp of the Agency)

**TECHNICAL BID**

(To be submitted on the letterhead of the Agency/ Firm)

**Copies of all supporting documents duly signed and stamped by the Agency in support of below particulars must be attached along with this checklist**

1.	Name of the Agency (In Block Letters)	::	
2.	Registered Office Address (with telephone no. & email address)	::	
3.	Status of the organization Proprietary/Partnership/Pvt. Ltd./Public Ltd. Company	::	
4.	Year of incorporation /constitution of agency	::	
5.	Registration No./Trade License No.	::	
6.	PAN No.	::	
7.	GST No.	::	
8.	Authorized Signatory Details	::	Name: _____ Designation: _____ Mobile No: _____ Email: _____
9.	Details of Contact Person Other that Authorized Signatory:	::	Name: _____ Designation: _____ Mobile No: _____ Email: _____
10.	Annual Business turnover of last financial year, duly certified by the Chartered Accountant (in Lakhs) (Please Attach the Proof)	::	FY 2020-21: Rs _____ (in Lakhs)
11.	Number of Experts A list of experts for all major sectors and most of them currently working at senior positions in reputed companies having past working of more than 10 years experience in reputed companies. Please provide the details of experts mentioning year of	::	

	experience, designation, company name, sector. <b>Details to be provided as per Annexure-III</b>	
12.	In the proposal clearly mention the details of the trainers/experts including the industry experts who'll be involved for conducting mock technical interviews. Details to be provided as per <b>Annexure-IV</b>	:: Please provide the details on separate sheet. (please mention the credentials of professional(s) to be assigned to IIM Jammu 1. Qualification 2. Experience
13.	Total No. of Year of Similar Experience Details of work experience (as per <b>Annexure-V</b> ) in support of Experience related eligibility criteria.	::
14.	Number engagement with any of the IITs/IIMs in last 5 years Details should be mentioned at <b>Annexure-V</b>	::
15.	Whether the Agency faced any litigation with any organization earlier, if yes, kindly furnish the same with name of the organization and brief details of litigation.	::
16.	Any other information	::

**Verification:**

The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by IIM Jammu, if it deems fit.

Signature of authorized signatory

Name:

Seal:

## TENDER ACCEPTANCE LETTER

(On the letter head of the Agency/ Firm)

To

Date:

Chief Administrative Officer,  
Indian Institute of Management Jammu  
Old University Campus, Canal Road  
Jammu-180016 (J&K)

**Sub: Acceptance of Terms & Conditions of tender for 'conducting Pre-Placement Preparatory Workshop / Programme' vide TENDER' Ref. No: IIMJ/TENDER/Pre-Placement-Training/2022-23/04**

Dear Sir,

I/We have downloaded / obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely as per your notice given in the above mentioned website(s).

1. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization with this tender has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. No employee or direct relation of any employee of IIM Jammu is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Agency / Firm / Company.
6. I/We certify that all information and data furnished and attachments submitted with the application by our Agency / Firm / Company are true & correct.
7. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our bid or terminate our contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**Details of Trainers /Experts**

**(Including the industry experts who'll be involved for conducting mock technical interviews at IIM Jammu)**

(To be submitted on the letterhead of the Agency)

Sr. No	Name of Expert	Qualifications	Designation	Company Name	Sector	Total No of years
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

Note: Agencies may add row / rows in the above format, if No of experts are more or may add additional sheet also.

**Signature of Agency**

**Name:** \_\_\_\_\_

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

**Organization Name:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_

## ANNEXURE-V

### MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

(To be submitted on the letterhead of the Agency/ Firm)

The Chief Administrative Officer  
Indian Institute of Management Jammu  
Jammu

Date: / /

Sub: Authorization for release of payment / dues from Indian Institute of Management Jammu through Electronic Fund Transfer/RTGS Transfer.

1. **Name of the Firm/Company/Institute:**

2. **Address of the Firm/Company/Institute:**

City\_\_\_\_\_

Pin Code\_\_\_\_\_

E-Mail ID\_\_\_\_\_

Mob No:\_\_\_\_\_

Permanent Account Number\_\_\_\_\_

3. **Particulars of Bank**

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alphanumeric code)			
Account Type	Saving	Current	Cash Credit
Account Number:			

#### DECLARATION:

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Chief Administrative Officer, Indian Institute of Management Jammu responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

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

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

**Signature & Seal of the Authorized Signatory of the Firm/Company/Institute:**

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

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

**Signature of the Authorized Official from the Bank**

**N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.**

**DETAILS OF EXPERIENCE**

(To be submitted on the letterhead of the Agency)

Sr. No	Name of the organization/ Institute where services were provided with Name of Contact Person, Contact No. & email id.	Value of the contract in INR	Duration of contract		Average No of Students per year	Resume Session and One-on-One Feedback <b>(Online/ On-Campus)</b>	Session on Group Discussions and Mock GDs <b>(Online/ On-Campus)</b>	Session on Personal Interviews and Mock PIs (Min. 1 HR/ Behavioral and 1 Technical) <b>(Online/ On-Campus)</b>	Sector/ Role Clarity Sessions (More than 5 sessions of 1 hour each covering 5 or more sectors) <b>(Online/ On-Campus)</b>	Copy of contract along with the performance report <b>(Yes/No)</b>	Placement Assistance delivered <b>(Yes/ No)</b>
			From (DD/MM/YYYY)	To (DD/MM/YYYY)							
1.											
2.											
3.											
4.											
5.											

Note: Agencies are required to provide the information on above format only in reverse chronological order (start from latest/recent most organization to oldest organization) and also attach Copy of contract / performance certificate in same sequence. Agencies may add row / rows in the above format, if No of organizations / Institutions are more or may add additional sheet also.

**Signature of Agency**

**Name:** \_\_\_\_\_

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

**Organization Name:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_



## SELF-DECLARATION ABOUT NON BLACK-LISTING

(To be submitted on the letterhead of the bidder)

To

Date:

Chief Administrative Officer,  
Indian Institute of Management Jammu  
Old University Campus, Canal Road  
Jammu-180016 (J&K)

Subject: Self Declaration About Non Black-Listing for **‘conducting Pre-Placement Preparatory Workshop / Programme’ vide TENDER’ Ref. No: IIMJ/TENDER/Pre-Placement-Training/2022-23/04**

Sir,

In response to tender under reference, I/ We hereby declare that presently our firm/ agency/ company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our agency / firm / company is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last five years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD / Performance Security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

**PART-II: FINANCIAL BID (FORMAT)**

(To be submitted online in BOQ Excel Sheet)

<b>Activity</b>	<b>No. of Minutes for each session</b>	<b>Per Student Cost (In Rs.)</b>	<b>Total Cost including all taxes and charges if any (In Rs.)</b>
<b>Pre-placement training</b>			
Resume Building & Review (1:1)	50 Mins		
Mock Interview (1:1)	50 Mins		
Sector / Role Clarity Session (1:1)	30 Mins		
Session on Group Discussion & Mock GD (1:1)	40 Mins		

Note:

1. Above quoted price should be inclusive all Taxes and Charges.
2. The cost of Domain based readable (for at least 20 roles) shall be inclusive in above quoted rates (Refer Para 2.1).

Place:

(Signature with stamp of the Agency)

Date: