



TENDER DOCUMENT – Date of release of tender: 10/05/2018

PRE-BID NOTES: ADDENDUM 1 DATED 21/05/2018

NAME OF WORK: GUIDANCE AND COUNSELLING SERVICES 2018-19

EMD AMOUNT: Rs.10,000/- (Rupees Ten Thousand only)

PRE-BID MEETING: 21/05/2018 (Monday) at 3 p.m., at O/o Dean (Students), IIT Madras

LAST DATE and TIME OF TENDER SUBMISSION: 01/06/2018 (Friday) by 15:00 hrs.

ADDRESS FOR SUBMISSION OF TENDER: The Dean (Students), IIT Madras,
Chennai-600036.

DATE OF OPENING OF TECHNICAL BID: 01/06/2018 (Friday) at 15:15 hrs. at the O/o Dean
(Students), IIT Madras.

REFERENCE NO: GC/2018-19 dated 10/5/2018

PRE-BID NOTES: ADDENDUM 1 DATED 21/05/2018

1. Pre-bid meeting was held at 3 pm on 21 May 2018 at the O/o Dean (Students).
2. After detailed discussion on Schedule C: Price Bid, the Schedule has been re-formatted as given below:

Schedule C: Price Bid

Please write the cost of services against each of the headings given below, in terms of per hour, per expert. This includes reporting and documentation that is inherent to the counseling process.

Ser. No.	Service	Price (Rs)	Remarks
BASIC SERVICES			
1	Online Counseling (text based, chat mode, and/or video conferencing)		
2	Face to face Counseling (in the Campus)		
3	Tele Counseling (24x7)		
EXTENDED SERVICES			
4	Barefoot Counseling		
5	Workshops: a. Half Day (3 Hours) b. Full Day (6 Hours)	a. b.	
6	Awareness Campaigns, Seminars on hourly basis		
7	Psychometry per assessment		

Note:

1. The price quoted should be **exclusive of** any applicable tax(es).
2. The total number of students and scholars in the campus is 9000 plus. The services of experts availed currently are, 6 days a week @ 4 expert hours per day.



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ANNEXURE 2 : PRE-BID QUERIES

NAME OF WORK: GUIDANCE AND COUNSELLING SERVICES 2018-19

EMD AMOUNT: Rs.10,000/- (Rupees Ten Thousand only)

PRE-BID MEETING: 21/05/2018 (Monday) at 3 p.m., at O/o Dean (Students), IIT Madras

LAST DATE and TIME OF TENDER SUBMISSION: 01/06/2018 (Friday) by 15:00 hrs.

Extended to Monday, 04 JUNE 2018 BY 15:00 HRS.

ADDRESS FOR SUBMISSION OF TENDER: The Dean (Students), IIT Madras,
Chennai-600036.

DATE OF OPENING OF TECHNICAL BID: 04/06/2018 (Monday) at 15:15 hrs. at the O/o
Dean (Students), IIT Madras.

REFERENCE NO: GC/2018-19 dated 10/5/2018

ANNEXURE 2: PRE-BID QUERIES

Ser. No.	RFP Clause/ Query	Answer
1	Description of firm: Please clarify whether the bid can be submitted by a Joint Venture	Yes
2	Details of work order: Please specify the areas and domains for which work order or credentials should be shared. Will the credentials under education sector and capacity building be counted?	As listed in the terms of engagement and Annexure 1 – Notes to Pre-bid meeting. Yes
3	Term of engagement: No. of participants in Primary Category:	Please refer Annexure 1 – Notes to Pre-bid meeting
4	Term of engagement: No of participants in Secondary Category:	
5	Price bid: Weightage for technical and financial bid. Final result evaluation tool.	To be decided by the Tender Committee
6	Price bid: Minimum turn over required by a firm to be eligible to apply	There is no monetary ceiling.
7	Price bid: Requirement of manpower	There is no specific number. Please refer Annexure 1 – Notes to Pre-bid meeting, for the current practice.
8	Price bid: Tenure of the project	The tenure would be for one year, extendable based on performance
9	Price bid: Details about release of payments and milestone required for each payment	Payment will be on quarterly basis based on expert hours
10	Extension of submission deadline	Extended up to 3 PM ON 04.6.2018, MONDAY. Technical Bid Opening will be at 3.15 pm on the same day, i.e., Monday, 04 June 2018