

INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI 600036

Tel: 044-2257 8051

Fax: 044-2257 8052

Web: www.iitm.ac.in



TENDER DOCUMENT

Date of release of tender: 10/05/2018

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

**LIMITED TENDER NOTICE: GUIDANCE AND COUNSELLING SERVICES FOR
STUDENTS AND SCHOLARS OF IIT MADRAS, 2018-19**

1. Submission of Tender:

The tender can be submitted on all days except Saturdays and Sundays. The due date and time for the submission of the tender is **on or before Friday, 01.06.2018 by 15:00 hrs.** In the event of the last day being declared as a holiday, the tenders can be submitted up to 15:00 Hrs. on the following working day. In that case, tenders will be opened at 15.15 Hrs. on the same day.

2. Two-bid System:

The offers/bids should be submitted under two-bid system, i.e., Technical bid and Price bid. The following documents are required to be submitted in response to the tender notice.

- ♦ Technical Bid should consist of all the details as specified in the Schedules along with commercial terms and conditions. ***There should be no cost indication whatsoever in the Technical Bid.***
- ♦ **Envelope 1** should contain a **covering letter and the EMD** for Rs.10,000/- (Rupees Ten Thousand only) vide Demand Draft/Banker's pay order drawn in favour of The Registrar, IIT Madras", payable at Chennai. This envelope should be **super-scribed as "EMD"**.
- ♦ **Envelope 2** should contain **signed tender document**, Schedule A, and Schedule B, with a profile document containing details of projects already undertaken with photographs/links to website, if any, and approx. cost of these projects. This envelope shall **be super-scribed as "Tender Schedules"**.
- ♦ **Envelope 3** should contain Schedule-C (**Price Bid**) indicating the price for the subject service. This envelope should be sealed and **super-scribed as "Price Bid"**. Envelope 3 will be opened only for proposals that are found to be acceptable, and the winning bid will be selected based on a combination of points awarded to previous experience, feedback from existing clients, profiles of experts on roll, and price.

All the above three envelopes, namely, Envelopes 1, 2 and 3, must be placed in a larger envelope, sealed and submitted on or before the due date and time. The larger outer envelope shall be super-scribed as **"Tender for GUIDANCE AND COUNSELLING SERVICES 2018-19, IIT MADRAS."**

3. Earnest Money Deposit (EMD):*Any tender without the EMD will be considered as NON-RESPONSIVE and SUMMARILY REJECTED.* Photo/Fax copies of the Demand Draft/Banker pay orders will not be accepted. No interest will be paid on the EMD. The EMD shall be converted as security deposit of the successful bidder(s). EMD of unsuccessful bidder(s) will be returned to them within a week of opening the tender.

4. Opening of the Tender:The bids will be opened by the Committee in the presence of such Bidders or their authorized representatives, who choose to be present, at the appointed place, time and date. Offers found without the EMD or with an invalid EMD will be summarily rejected. On verifying the EMD, the Technical bids will be examined to decide their eligibility for the said work. Bidders whose Technical bids are not found acceptable will be advised of the same and their sealed covers containing the respective Price Bids will not be opened. Their EMD will be returned to them. The technical bids will be studied by a Committee which would also obtain feedbacks of existing clients. Only those Price bids of the Bidders whose Technical bids are qualified will be opened, on a date and time fixed by the Committee to study the technical bids. The bidders will be intimated of the date and time of opening of price bids in advance.

5. Final Selection:Final selection of the Service Provider shall be based on a scoring system to be derived from the Committee studying the technical bids, feedbacks from existing clients, profiles of experts on roll, etc. The Tender Committee reserves the right to negotiate the prices quoted by the Bidders.

6. Disputes and Jurisdiction:Any legal disputes arising out of any breach of contract pertaining to this tender process shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.

7. Performance Guarantee: On receipt of our Offer Letter, the Service Provider will pay 10 % of the value of the work as Performance Guarantee before signing the Agreement, after adjusting the EMD of Rs. 10,000/- already issued at the time of bidding of Tender. No interest will be payable on such Deposit and the amount will be refunded on successful completion of the event.

8. Penalty Clause:Any shortcoming or deficiency of service shall attract penalty, to be decided by the Committee after seeking explanation for the shortcoming/ deficiency in writing from the Service Provider.

9. Cancellation of Tender Process: The Office of the Dean (Students) reserves the right to cancel the tender process without assigning any reasons.

Schedule A: Basic details

S.No.	Description	Information
1a	Name of the Firm/ Company:	
	Complete Address:	
	Phone No.	E-mail ID:
1b	Contact Person / Representative Name and Designation:	
	Phone	Mobile Phone:
2a	License No:	Registration No.:
	PAN:	TAN:
	ESI:	EPF:
	(Enclose copies of the above)	
2b	Proof for payment of income tax and Service Tax/ GST (last three years)(Enclose copies)	
3	Details of Work Orders undertaken in the last 3 years. (Enclose copies)	
4	Turnover per annum Rs. (in Lacs) Enclose audited Statement of Accounts for the last three years	
5	No. of Employees: Regular	Temporary
6	No. of Guidance and Counselling Experts. (Enclose their profiles)	
7	Litigations, if any	Yes/ No (if yes, details to be furnished)
8	Any other information in support of the credentials	Details , if any, to be furnished

Date:

Signature with Seal

Schedule-B: Terms of Engagement

IIT Madras is looking for experts in Guidance and Counselling, registered firms and companies, which can provide the following services.

Primary: (exclusively for IIT Madras)

- (a) On-line counseling
- (b) Face-to-face counseling (walk - in + scheduled)
- (c) Tele counseling (24x7)
- (d) Periodical report and documentation.

Secondary: (exclusively for IIT Madras)

- (a) Barefoot counseling – training sessions for select students, faculty and staff members
- (b) Workshops on various psychological issues such as Gender sensitivity, interpersonal skills, stress management and relaxation techniques,
- (c) Awareness campaigns and seminars.
- (d) Psychometric assessment for students.

All information, data and statics will be considered proprietary in nature of IIT Madras and cannot be used anywhere including research and study.

Schedule-C: Price Bid

Please write the cost of services against each of the headings given below, in terms of per hour per expert:

Ser. No.	Service	Price (Rs)	Remarks
1	Online Counseling		
2	Face to Face Counselling per		
3	Tele Counselling (24x7)		
4	Reporting and Documentation		
5	Barefoot Counselling		
6	Workshops		
7	Awareness Campaigns, Seminars		
8	Psychometry		

Any other details:

Signature of Bidder

Official Seal and Address

Place:

Date: