

INDIAN INSTITUTE OF MANAGEMENT SHILLONG

Umsawli, Shillong-793018

Meghalaya

Website: www.iimshillong.ac.in

Tender No: V1-1601/10/2022-SPO/25-26/06

Dated 18/07/2025



Extension of Notice Inviting e-Tender (NleT)

For

**Selection of Agency for conducting Placement Preparation
and Training Workshops including Group Discussions
& Personal Interviews**

INDEX

SECTION NO	DESCRIPTION	PAGE NO
1.0	DETAILED NOTICE INVITING E-TENDER	3
2.0	INSTRUCTIONS FOR ONLINE BID SUBMISSION	5
3.0	GENERAL TERMS AND CONDITIONS	6
4.0	ELIGIBILITY CRITERIA	9
5.0	SCOPE OF WORKS/ SUPPLY/SERVICE & TECHNICAL SPECIFICATIONS/ REQUIREMENT	10
6.0	SPECIAL TERMS & CONDITIONS AND PAYMENT TERMS/ SCHEDULE.	11
7.0	BID EVALUATION	13
8.0	FINANCIAL BID	15
9.0	PROFORMA FOR SUBMISSION OF OFFER LETTER OF E - TENDER DOCUMENT, DECLARATION AND BIDDER DETAILS- ANNEXURE –I	17

DETAILED NOTICE INVITING e-TENDER

Online tenders, in two bid system are invited on behalf of Director, IIM Shillong from eligible, experienced agencies /vendors for conducting placement preparation and training workshops including Group Discussions & Personal Interviews

NIT No	V1-1601/10/2022-SPO/25-26/06
Name and Location of Work	Conducting Placement Preparation and Training Workshops including Group Discussions & Personal Interviews
Estimated Cost:	Rs 15,50,000/-
EMD (Ernest Money Deposit) Refundable	Rs. 31,000/- to be paid via following Payment link Online https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhRaBMECfZN%2fLVhdvVbZJFqJlr63OP%2bqeMtWDL60E%2b7Vjeybqq0x1jq%2bz1M5c40hFMTw0O0kP0zK4knon8jFLJ9qBGX70OguYKBYb5bxw12pMPPnAQxWEXzwYxRbCSh4hSRq%2bOi2xeY%2bTFd6pDMguac3wGX8AKJcrlfmgc45zWBd
Date of Issue/e-Publishing at CPPP website https://eprocure.gov.in/eprocure/app	18-07-2025 at 06:30 pm
Document Download Start Date and time at CPPP website https://eprocure.gov.in/eprocure/app	18-07-2025 at 06:30 pm
Document Download End Date and Time at CPPP website https://eprocure.gov.in/eprocure/app	22-07-2025 at 06:30 pm
Tender Queries should reach by	---
Last Date and Time for receipts of Tender online at CPPP website https://eprocure.gov.in/eprocure/app	22-07-2025 at 06:30 pm
Date and Time for opening of Tender at CPPP website	23-07-2025 at 06.30 pm

https://eprocure.gov.in/eprocure/app	
Date and Time for Financial Evaluation at CPPP website https://eprocure.gov.in/eprocure/app	To be declared after successful evaluation of technical bid documents.
No. of Bids	02 (Two bids) {Technical and Financial}
Bid Validity days	90 days (From the date of opening of financial bid)
Address for correspondence	Store and Purchase Office, IIM Shillong, Umsawli, East Khasi Hills, Shillong-793018, Meghalaya Office Contact No : 0364-2308012/2308070 Email: spo@iimshillong.ac.in

Sd/-

Chief Administrative Officer
IIM Shillong

1.0 INSTRUCTIONS FOR ONLINE BID SUBMISSION :

- 1.1 Bidders would be required to register on the Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app> using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
- 1.2 Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
- 1.3 Bidders can download the bid document from Central Public Procurement Portal website at <https://eprocure.gov.in/eprocure/app> and required to submit the bid online by scanning and uploading all the relevant documents through the online Portal only.
- 1.4 Tender information is also available in the Institute's website at <https://www.iimshillong.ac.in/tender-notices/>. Any further detail regarding Amendment /Addendum /Extension/ Corrigendum (if any) will be upload online only at both the given websites.
- 1.5 Earnest Money Deposit (EMD)(Refundable) as mentioned at **Detailed Notice Inviting e-Tender** above, has to be deposited as per online link provided. Bidders are required to upload the transaction receipts. A copy of the same has to be mailed spo@iimshillong.ac.in and accountsofficer@iimshillong.ac.in clearly mentioning the firm's name and Tender ID no. along with tender description, **No other mode of EMD payment will be accepted.**
- 1.6 The bid submitted shall become invalid if-
 - i The bidder doesn't pay EMD to the Institute on or before the last date and time of online submission of the tender document.
 - ii The bidder doesn't upload all the relevant testimonials as mentioned in this tender document.
 - iii The Bidders will be required to produce the original copies of the eligibility criteria documents along with other document mentioned in the tender whenever needed at the various stages of tendering {if required}. Any discrepancy is noticed in the uploaded documents with reference to the original documents, the bid will be treated as invalid.
- 1.7 The tender document shall be uploaded in two parts as follows:
 - 1.7.1 **"TECHNICAL BID"**: This stage shall contain the Techno-Commercial Bids comprising along with list of the documents.
 - 1.7.2 **"FINANCIAL BID"**: This stage shall contain only the Price Bids
- 1.8 Payment to the vendor for supply of items/services at IIM SHILLONG shall be made through E-payment.

Sd/-

Chief Administrative Officer
IIM Shillong

2.0 GENERAL TERMS & CONDITIONS:

2.1 INSTRUCTIONS TO BIDDERS

General Conditions of Tendering

- 2.1.1 **Tender document:** One set of tender documents along with one set of BOQ are uploaded in the CPPP portal along with the drawings/ specifications/brochures etc (if any). Bidder shall download the tender documents and are advised to read the instructions carefully to ensure that his response complies fully before participating in the CPPP portal along with their offer letter.
- 2.1.2 **Tender validity:** Tender shall remain valid for a period of 90 **days** from the date of opening of the financial bid. The bidder shall not be entitled during the said period to revoke or cancel his tender or to vary the tender given. In case of bidder revoking or cancelling his tender, the Institute will forfeit the earnest money paid by him along with the tender. Bids shall be revalidated for extended period as required by Institute and will be published in CPP Portal and Institute's website.
- 2.1.3 **Tender submission:**
1. Bidders must upload their documents by the time and date mentioned in the Notice Inviting e-Tender in the CPP Portal (www.eprocure.gov.in), within stipulated time. Bidder may go through the given special instruction before participation in e-Tendering.
 2. The tender and all details submitted subsequent to the tender shall be e-signed by any one, legally authorised to enter into commitment on behalf of the bidder.
 3. If bidder have a relative or relatives or in the case of a firm or a company, one or more of its shareholders or a relative or relatives of the shareholder(s) employed in IIM SHILLONG, the authority inviting tenders shall be informed of the fact at the time of submission of the tender, failing which the tender may be disqualified or, if such fact subsequently comes to light, the Institute reserves the right to take any other action as it deems fit in accordance with any applicable law, rules, regulations or the like in force for the time being.

2.2 Bidder's responsibility for bid & Clarification:

- 2.2.1 The details presented in this tender document consisting of conditions of works/ supply/ service contract, scope of work, technical specifications/ requirements have been compiled with due understanding of the requirement, it is also the bidder's responsibility to ensure that the information provided are clearly understood.
- 2.2.2 The bidder shall be deemed to have inspected, examined and understood the site of / supply/ service and including surroundings and other information in connection therewith and to have satisfied himself before submitting his/her tender as to all the prevailing conditions and deemed to have obtained all necessary information as to the risks, contingencies and other circumstances

which may influence or effect his/her tender. Bidder's quote is the responsibility of bidder and no relief or consideration can be given for errors and omissions.

2.2.3 Bidder may request clarification at any time up to the mentioned last date of seeking Clarification. Such clarification requests shall be addressed to the **Store & Purchase Officer, IIM Shillong (Email: spo@iimshillong.ac.in)**

2.3 Pre-Bid meeting : Techno-commercial discussion with the Bidders will be arranged {if required}. The bidder shall depute his representative(s) with authority for attending the discussion.

2.4 Amendments.

Institute may issue clarifications/ amendments in the form of addendum/ corrigendum during the tendering period. For the addendum/ corrigendum issued during the tendering period, bidders are required to check CPP Portal (<https://eprocure.gov.in/eprocure/app>) and the Institute's website (www.iimshillong.ac.in) for details. No other mode of notice will be given.

2.5 Scope of Tender

The complete scope of works/ supply/ service has been defined in the tender document. Only those Bidders who undertake total responsibility for the complete scope of works/ supply/ service in line with basic scheme and scope as defined in the tender document shall be considered.

2.6 Deviations in terms and condition

Bidders are required to submit offers strictly as per the terms and conditions and specifications given in the tender document and not to stipulate any deviations/ exceptions. **Conditional tenders are liable to be summarily rejected.**

2.7 Institute's right

Institute reserves the right to accept a tender other than the lowest and to accept or reject any tender in whole or in part, or to reject all tenders with or without notice or reasons. Such decisions by Institute will bear no liability whatsoever consequent upon such decisions.

2.8 Earnest money

2.8.1 The tender is to be accompanied by Earnest Money (interest free) for the amount indicated in NIT.

2.8.2 **The intending bidder registered with the competent government authorities as a Micro or Small Enterprises under MSME Scheme (having Valid Registration) shall be exempted from payment of EMD as per the existing government policies.** Such intending bidder shall furnish valid registration certificate issued by the competent government authorities and the registration certificate must cover the

item/work/service tendered to get EMD exemptions. If the bidder fails to submit valid registration certificate his claim for EMD exemptions shall not be entertained.

- 2.8.3 If the bidder, after submitting his/her tender, revokes his/her offer or modifies the terms and conditions thereof during the validity of his/her offer except where the Institute has given opportunity to do so, the earnest money shall be liable to be forfeited.
- 2.8.4 After placement of Work Order/ Supply Order on successful bidder, the earnest money will be refunded to the unsuccessful Bidders. For successful bidder, the EMD will be converted to Security Deposit without any interest and will be refunded after one month of successful completion of Defect Liability Period.
- 2.8.5 In case of cancellation/ withdrawal of this 'NIeT' i.e. Notice Invitation to e-Tender by the Institute, which it shall have the right to do at any time, the earnest money paid with the tender will be refunded to Bidders without any interest.

2.9 Tender requirement

2.9.1 Technical and Price Bid

- 2.9.1.1 The technical bids will be opened online by a committee duly constituted for the purpose at the time and date as specified in the tender document. All required documents against Notice Inviting e-Tendering documents need to be uploaded at CPP Portal as per checklist at Annexure II by the bidders and verified by the Digital Signature Certificate (DSC). The same will be downloaded for technical evaluation and the result of technical bid evaluation will be displayed on <https://eprocure.gov.in/eprocure/app> in which can be seen by all bidders who participated in the tender.
- 2.9.1.2 It is important that bidder clearly demonstrates his ability, giving to Institute a high level of confidence that the bidder will be able to perform the works/ supply/ service within the schedule and meeting the other requirements listed in the tender document. Failure to do so may result in disqualification of the tender.
- 2.9.1.3 Priced bid of Technically qualified bidders will be opened on designated date.

2.10 PERFORMANCE GUARANTEE :

As Performance Security, EMD of the successful bidder shall be retained by the Institute as a Performance Guarantee. At the successful completion of contract/ supply/ work/ service the Performance Guarantee will be refunded to the bidder. MSME registered firms who have sought exemption for submission of EMD will require to furnish a Performance Bank Guarantee (PBG) to the amount of 3% of the contract/ supply/ service value within 2 weeks of receipt of work/supply order.

2.11 Completion Certificate:

Upon satisfactory completion of contract/supply/work, a Completion Certificate will be issued by the Institute.

2.12 Liquidated Damages for delayed completion/ supply:

If the successful bidder fails to perform within the stipulated time then penalty at the rate of 0.5% per week or part thereof subject to a maximum of 10% of the Work/ contract/ supply order value will be levied and deducted from the payment due to the firm.

2.13 Work/ Purchase at Risk and Cost

The institute reserves the right to get the whole or part of the work/ purchase executed by some other agency at the risk and cost of the bidder to whom the contract has been awarded if it is found that the quality and/or the progress in respect of whole or part of the Work/ contract/ supply is not satisfactory.

2.14 Insurance

The bidder shall take insurance to cover any accident or accidents of nature, for an amount as required for the type of Work/ contract/ supply against damage /loss/ injury to property or person or loss of life during the complete period of the supply/ contract.

2.15 Indemnity

The bidder shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property.

2.16 Jurisdiction

Any dispute or difference which may arise shall be referred to the Director IIM Shillong for settlement whose decision shall be final and binding. Any dispute are subject to Shillong court's jurisdiction.

3. ELIGIBILITY CRITERIA

3.1 The Firm / Company should submit its Incorporation Certificate, PAN details, GST details in the Technical bid.

3.2 The Bidder should give self-declaration certificate for acceptance of all terms and conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the *Annexure-I*.

3.3 The company should attach list of Purchase Order / Work Order where the similar type of work executed during the last 7 years from the date of publication of the tender as detailed below

i. Three similar works of 40% of the estimated cost **OR**

- ii. Two similar works of 50% of the estimated cost **OR**
- iii. One similar work 80% of the estimated cost

The details of the same along with supporting document are to be submitted

d) The Annual Turnover should be at least 40% of the estimated cost of the tender during each of the previous three financial years (2021-22,2022-23,2023-24)Copies of duly signed trading and profit & loss accounts / CA Certificate are to be submitted

e) Bidder should have a team of qualified trainers with education from top IIMs and other top ranked B-schools of India for the GD and PI rounds of training. **The bidders should provide detailed qualifications and experiences of the trainers.**

f) Bidders should be senior consultants in recruiting and training space, conducting similar workshops in other top IIMs and B-schools for at least last five years. **Relevant proofs to be submitted.**

4. SCOPE OF WORK/ SUPPLY/ SERVICE & TECHNICAL SPECIFICATIONS/ REQUIREMENTS

Group Discussions & Personal Interviews (GDPI) Workshop

Indian Institute of Management Shillong (IIM Shillong) is desirous to engage the services of a Consulting organization of repute with experience in the field of conducting placement preparation and training workshops, including communication & Interviews preparation for PGPEX participants.

The objective of this program is to prepare our participants of the 1-year Executive Post-Graduate Programme in Management for their upcoming Placements by polishing their soft skills and enhancing their professional representation. This is especially vital during Group Discussions and Personal interview rounds which form critical components of the companies' selection process for extending job offers to them. IIM Shillong expects the bidder to provide a customised career development framework for its PGPEX students. The deliverables would be as follows:

- a. At least 2 Foundation sessions, at least 10 domain specific Career Conversations.
- b. At least 4 thematic Workshops sessions (Resume, LinkedIn, Case prep, etc)
- c. Multiple one to one Resume reviews session (Master + Variant)
- d. At least 3 Mock Interviews with industry-specific mentors, covering all different types of interviews.
- e. At least 2 one-to-one career guidance sessions
- f. Sessions for Personal grooming and self self-presentations and overall personality
- g. It is desirable that a specified mentor pool with IIM/ISB alumni and domain experts across Finance, Consulting, Product, Tech and General Management, tailored for IIMS students.

- h. It is desirable that the firm should have mentored 20000+ students across premier B-schools, including IIMA, IIMB, IIMC, IIML, IIMK, IIMI, ISB, XLRI, SPJIMR, and other Institutes within the top 10 NIRF Ranking (last 5 years in management domain).
- i. At least the foundation sessions, the workshops, and a few other sessions must be held in physical mode on the IIM Shillong campus.
- j. The firm should have strong governance, student feedback mechanisms and personalization through mentor mapping

(i) Placement Preparatory Sessions for Placement for PGPEX

No. of participants: Approximately 55 senior participants with 5 to 12 years work experience.

Dates: Between End of July to End of October

The workshop must include an introductory session, followed by one round of Group Discussion (GD) and 2 personal interviews (PI) for each participant. Preferably one round of case interviews.

The consulting organization needs to give a detailed programme outline, the duration of each of the deliverables, and the the expected outcome of each of these activities. They also must give an illustration of a few mentors with their experience details. A sufficient number of mentors should be engaged physically on campus, during the specified timeline for training the required number of participants. The duration of digital and physical engagements must be clearly mentioned. The PGPEX batch includes profiles of doctors, engineers and chartered accountants hence the trainers should be able to impart profile based mentoring and cater to their individual requirements.

5. SPECIAL TERMS & CONDITIONS AND PAYMENT TERMS/ SCHEDULE

5.1 PAYMENT TERMS

- a) No advance payment will be made in any case.
- b) The payment will be made as per actual number of the participants in each respective workshop / session.
- c) The consultant shall raise invoice on successful completion of each respective workshop / session and the payment will be effected within 30 days after deducting applicable TDS and / or any other Government Levies as applicable time to time

5.2 PERFORMANCE SECURITY DETAILS

- a) EMD of the successful bidders will be converted in performance Security Deposit and the same will be return back after it duly performs and completes the contract/warranty period in all respect. No interest will be paid by IIM Shillong on the deposit.

b) Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.

c) In case, the firm fails to execute the order successfully, within communicated schedule period, the same consultancy services will be procured from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.

5.3 DELIVERY SCHEDULE

Final schedule date of GDPI – workshop / session shall be communicated to the successful bidder by the concerned office i.e. Placement Office w.r.t. the contract.

(a) The consultant and his staff shall abide by various rules and regulations of IIM Shillong as prevalent from time to time.

(b) The consultant should confirm that each of its trainers/ employees assigned to perform activity have the proper skill, training and background to perform in a competent and professional manner.

(c) Neither the consultant nor the consultant's trainers/employees are, or shall be deemed for any purpose to be, employees of the Institute. The Institute shall not be responsible to consultant, consultant's trainers / employees governing for any issues, viz payroll-related taxes to the performance of the assignment.

(d) The consultant shall assume all liability for and give the Institute complete immunity against all claims, actions or suits or proceedings arising out of or in connection with the performance or rendering services.

(e) The consultant shall bear all losses of the Institute's property due to his/her/ their negligence.

(f) The consultant shall not assign or sub-contract this assignment.

(g) In case of any dispute that arises or that may arise out of or in connection with any of the terms of this assignment or relating to the interpretation of any of the terms of this agreement. The parties agree that they shall initially try to settle the dispute through mutual negotiations that may be conducted / held between the consultant and the Institute through their respective signatories to this agreement or through their authorized representatives.

(h) Bidder to intimate programme design, methodology, training aids and tools selected to conduct the programme.

(i) The training material developed by the contractor (successful bidder) hereinafter called contractor shall have the Intellectual Propriety Right (IP) to be provided to the participants

(j) Only the approved hard copies of the reading material are to be supplied to the participants well in time for which no extra cost will be paid.

(k) The Institute reserves the right to evaluate the quality of training imparting to the participant(s), feedback and observation by faculty. The Institute also reserves the right to cancel the agreement for conducting GDPI Workshop on any other account.

(l) The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws with regard to the personnel engaged by the contractor for the Institute.

(m) It will be the prerogative of the Institute to place the supply order for the whole lot/item or in piecemeal basis depending upon the requirement of the Institute. The Institute shall have the right to reject any tender without assigning any reason thereof. No correspondence will be entertained in this regard.

(n) Travel, Food and Lodging for the consultants will be as per actuals and will be borne by the Institute.

5.4 PERIOD OF CONTRACT

The period of contract will be for a period of 3 years, renewable annually subject to satisfactory performance.

6. BID EVALUATION

The process of selection of the successful bidder would be determined as under:-

Level-1: Pre-Qualification Evaluation

Pre-qualification evaluation will be carried out on the basis of documents submitted by the bidder as per clause 3, i.e. eligibility criteria and EMD. Only the bidders who qualified in Level-1 will move on to the next Level-2.

Level-2: Technical Marking

Sr. No	Particular	Scores Breakup	Maximum Scores	Minimum Scores
1	No. of years of relevant experience of Consultant/firm(track record)	01 Score for each year	10	05
2.	Quality of trainers to be deployed (Qualification and Experienced)	1 Score for each trainer	10	05
3	Similar Programmes /activities in IIMs, ISB, XLRI, SPJIMR and other Institutes within the top 10 NIRF Ranking (last 3 years in management domain).	1 contract -> 2.5 scores 2 contracts -> 5.0 scores More than 3 -> 10 scores	10	05
Total			30	15

Note: only the bidders scoring minimum 15 scores or more out of total 30 scores will move on to next **Level-3**

Bidders who qualified in both of **Pre-Qualification Evaluation** (Level-I) and **Technical Marking** (Level-2) will be called for a **Presentation and Mock Test** (Level-3) at IIM Shillong campus. Date and time of the Presentation and Mock Test will be communicated to the eligible bidders.

Level-3: Evaluation Criteria of Presentation and Mock GDPI

Sr. No.	Particular	Maximum Scores	Minimum Scores
1.	Methodology and Work Schedule	20	10
2.	Mock GD/PI	20	10
3.	No of clients handled during the last three years in IIMs, ISB, XLRI, SPJIMR and other Institutes within the top 10 NIRF Ranking (last 3 years in management domain).	10	05
Total Scores in Technical Bid		50	25

Level-04: Combination of Technical Scores, Presentation and Mock- GDPI Scores

Sr. No.	Particular	Maximum Scores	Minimum Scores
1	No. of years of relevant experience of Consultant/firm(track record)	10	05
2	Quality of trainers to be deployed (Qualification and Experienced)	10	05
3	Similar Programmes /activities in IIMs /IITs / Nationally funded educational institutes/Other top tier private B schools during the last three financial years	10	05
4	Methodology and Work Schedule	20	10
5	Mock GD/PI	20	10
6	No of clients handled during last three years in IIMs, ISB, XLRI, SPJIMR and other Institutes within the top 10 NIRF Ranking (last 3 years in management domain).	10	05
Total		80	40

Note: only the bidders scoring a minimum 40 marks or more out of total 80 marks (Technical Marking, Presentation and Mock - GDPI) will be considered qualified for Evaluation of Financial Bid

7. FINANCIAL BID

1. The bidders should download the BOQ.xls from CPP Portal and fill in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BOQ in .xls format. The Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
2. A sample BOQ is placed herewith in excel sheet format.
3. If any column is not applicable, keep the sheet as it is or quote '0'. The BOQ is in excel sheet, as such only number will be taken calculable

Sample Financial Bid for _____

Tender Inviting Authority:					
Name of Work:					
Contract No:					
Name of the Bidder/ Bidding Firm / Company :					
<u>PRICE SCHEDULE</u>					
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)					
NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	BASIC RATE RATE Excl. Taxes In Figures To be entered by the Bidder in Rs. P	TOTAL RATE AMOUNT Without Taxes in Rs. P	TOTAL RATE AMOUNT In Words
1	2	4	13	53	55
1.01	Rate per student for Placement Preparatory Sessions for Lateral Placement for PGPEX	Per Student		0.00	INR Zero Only
Total in Figures				0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only			

ANNEXURE- I

**PROFORMA FOR SUBMISSION OF OFFER LETTER OF E -TENDER
DOCUMENT, DECLARATION AND BIDDER DETAILS**

(THIS “OFFER LETTER” TO BE SUBMITTED IN BIDDER’S LETTER HEAD)

Ref no.

Date:

To

The Chief Administrative Officer

IIM SHILLONG

Umsawli, Shillong – 793 018.

Sub:

“ _____
_____.” against Tender No: ____ Dated ____/____/____

1. In reference to above, I/We are enclosing our irrevocable tender for execution of the work “ _____.” as per tender document within the time schedule mentioned therein and accepted by me/us, at the value quoted by me/us for the whole works/ supply/ service in accordance with terms and conditions, specifications as detailed in the tender document. Having examined the detail given in Tender Notice and Bid Document for the above works/supply/service, I/We hereby submit the relevant information.
2. I/We had paid the EMD or I/ We are exempted being MSME registered firm. A valid certificate is enclosed.
3. I/ We had read entire tender documents and unconditionally accept all the terms and conditions laid down in the Tender document.
4. I/We enclose herewith documentary evidence of my/our experience of execution of work/ supply/ service of similar nature and magnitude carried out by me/us as per the eligibility criteria along with the other documents mentioned in the tender document.
5. I/ We confirm and declare that we are not blacklisted/ debarred/ de-registered by any Government department/ Public Sector Undertaking/ Autonomous bodies or any other agency for which we have executed/ undertaken the works/ supply /services during the last 5 years.

6. It is certified that all the information given hereby as well as in the enclosed eligibility bid documents are correct to the best of my knowledge and believe. It is also understood that I/We shall be liable to be debarred, disqualified in case any information furnished by me/us found to be incorrect.

Date.....day of.....2022

Name of the Bidder with Address:

Name:

Address:

Signature of Bidder(s), with the seal of Firm

BIDDER's DETAILS

1.	Name of the Firm/Agency	
2.	Full address with Pin code, Telephone No/Mobile No. E-mail. Address Telephone/ Mobile no.: Email id:	
3.	Name & Designation of Contact Persons Name Designation Telephone/ Mobile no.: Email id:	
4	Registration Details for Constitution of the Firm/ Agency (if any) (Attached copy)	
5	Nature of Business:	
6	a. GSTIN: b. PAN:	
7	Bank Account Particulars: Name of the Beneficiary Bank Account Number Bank's Branch IFS code: Account type (SB/ CA) Name of the Bank Branch name & Address (Please attached a copy of cancelled cheque)	
8	Details of EMD paid: EMD Amount: Rs. Receipt No.	

Signature of the bidder with seal