



विद्या परं दैवतम्

IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

**Tender Document Inviting Bidder (s) / EA (s) for
Engagement as Service Providers for Skill Mapping and Career Development
Training of PGP Students of IIM Visakhapatnam**

Tender No.: IIMV/CDS/2023-24/01 Dated 17th April 2023

**Indian Institute of Management Visakhapatnam
Andhra Bank School of Business Building, Andhra University Campus,
Visakhapatnam - 530 003
Ph: +91 891-282 4444
Website: <https://www.iimv.ac.in/>**

1. **NOTICE INVITING TENDER:**

Bids are invited under a Two Bid system for Engagement as Service Providers Skill Mapping and Career Development Training of PGP Students of the Indian Institute of Management Visakhapatnam (hereinafter referred to as “IIM Visakhapatnam”, “IIMV”, or the “Institute”) as per the schedule mentioned below:

S. No.	Item Name	Description
1	Service Description	Engagement of the Service Providers for skill Mapping and Career Development Training of PGP Students of Indian Institute of Management Visakhapatnam
2	Tender Ref. No. and Date	IIMV/CDS/2023-24/01 Dated 17 th April 2023
3	Date of e-Publishing on e-publish portal	17 th April 2023
4	Pre-Bid Meeting	01 st May 2023, 15:00 hrs
5	Closing Date & Time for Submission of Bids	07 th May 2023, 15:00 hrs
6	Opening of Technical Bids	07 th May 2023, 15:30 hrs
7	Bid Security	Bidder should submit Bid Security Declaration Form
8	Contract Period	Initially, for a period of one year. Can be further extended based on performance review, requirement of the Institute etc., at the discretion of the Competent Authority of the Institute, on mutually agreeable terms and conditions.
9	Contact Person & Authorized Person to whom the Bids are to be submitted <i>(in physical form only. Not by mail or in any other form)</i>	Senior Administrative Officer (Administration) Indian Institute of Management Visakhapatnam Andhra Bank School of Business Building Andhra University Campus Visakhapatnam 530003 Ph: 0891 2824 444 Mail: sao.administration@iimv.ac.in

Further details or clarifications in regards to the Tender document and process (if any) may be obtained via email to sao.administration@iimv.ac.in with the subject line “Tender for Career Development Training of PGP Students”. Mails will normally be responded to, during 1000-1600 Hrs on weekdays, till 03rd May 2023 (Wednesday) For queries on functional or on the scope of work the query may be written to cds@iimv.ac.in.

Pre-Bid Meeting: A pre-bid meeting will be held on 01st May 2023 (Monday) at 15:00 Hrs. Bidder (s) / EA (s) who wish to participate in the pre-bid meeting may forward their details to sao.administration@iimv.ac.in with the subject line

“Tender for **Career Development Training of PGP Students** - Pre-Bid Meeting” and furnishing the mail ID on which the meeting link is to be forwarded.

2. PREAMBLE

- (a) Indian Institute of Management Visakhapatnam belongs to the prestigious IIM family of business schools. It is a new generation IIM, set up by the Government of India in September 2015. The Indian Institutes of Management Act, 2017 declares IIMs as Institutions of National Importance, empowered to attain standards of global excellence in management education, management research, and allied areas of knowledge.
- (b) The Institute has established itself as a name to reckon with among the IIMs. Along with the flagship MBA Program, the Institute has been successfully conducting programs for working/experienced professionals and middle/senior functionaries in the government and corporate (public and private) sectors. It has emerged as a sought-after source and a popular destination for post-experience learning.
- (c) IIMV conducts, inter alia, a full-fledged MBA (regular) flagship Program (also called Post Graduate Program or PGP) for those who qualify through the Common Admission Test (CAT) route.
- (d) IIMV currently has about 275 students in PGP 2022-24 batch and projected to have about 385 in the PGP 2023-25 batch, totaling around 660 students.
- (e) The programs are function/domain focused or a judicious blend of them, encompassing Areas such as viz. Decision Sciences, Economics & Business Environment, Entrepreneurship, Finance & Accounting, Information Systems, Management Communication, Marketing, Organization Behavior and Human Resource Management, Production & Operations Management, Public Policy, and Strategy.

3. GENERAL INSTRUCTIONS TO THE BIDDER (S) / EA (S)

- (a) **ELIGIBILITY CRITERIA** : The Bidder should have at least 03 (three) years of experience in the field of training / career development services (imparting system skills like critical thinking, creativity, quantitative and analytical aptitude, logical reasoning,, data interpretation, problem-solving etc.; management domain skills; employability skills; life skills, soft skills, social skills etc.) for students in higher educational institutions (preferably Institutions of National Importance, NIRF Ranked private Business Schools etc) of repute in India. Copies of Work orders / Contracts / Agreements and work completion certificates for providing these services during the last 3 years, are to be enclosed. This is MANDATORY. The Bidder should have experience of providing Services, in the past three years, to at least two institutions from the following :
 - (i) IIMs; (or)
 - (ii) Reputed business schools (i.e. those ranked in the top 30 institutions only, in at least two of the three years viz. NIRF 2020, NIRF 2021 and NIRF 2022 of MHRD-GOI); (or)
 - (iii) Management Disciplines of Centrally-funded Technical Institutions (CFTIs); (or)
 - (iv) AACSB/EQUIS-EFMD/AMBA-BGA accredited business schools in India.
- (b) IIMV reserves the right to amend or cancel this Invitation for Tender (in whole or in part) and/or invite tenders afresh with or without amendments, without incurring any liability for such action, and without assigning any

reason. Information provided at this stage is indicative, and IIMV reserves the right to amend/add details in the tender document under due notification to the Bidder (s) / EA (s).

- (c) Bids received after the last date and time as mentioned herein shall be rejected. Bids that are not enclosed in closed covers shall be rejected. IIMV is not responsible for any delays in the submission of the Bids.
- (d) Amendments to this Tender (corrigenda), if any, will be published on the Institute's website under the "Tender Notices" section only. No separate communication will be sent to the Bidder (s) / EA (s); and hence, they are advised to frequently check the said section of the website for updates (if any).

4. **SCOPE OF WORK**

The objective of this Tender is to engage competent service providers who can fulfill the requirements enumerated below. These are indicative and not exhaustive. The successful Bidder (s) / EA (s) [to whom the Contract(s) is/are awarded] hereinafter called the "Engaged Agency(ies)" or "EA", will be responsible, *inter alia*, for the following:-

(a) **Responsibility**

Conducting career guidance sessions for the first year & final year students of MBA (Batches 2022-24 & 2023-25). IIMV currently has admitted the total no of 275 students in PGP 2022-24 batch and projected students strength to have about 385 in the PGP 2023-25 batch, totaling around 660 students.

(b) **Detailed Scope of Work for the student strength mentioned above:**

Item No.	IIMV Requirements	Pedagogy	Min. No. of Sessions	Duration of each Session
A	Career Analysis, Goal Setting & Guidance¹	a) Introduction, process flow, roadmap, expectation setting session.	Open House sessions (One for each PGP1 & PGP2)	60-90 Mins
		b) Career Options with industry experts - What kind of roles can you expect in each domain?	Domain wise 8 session x 2 (PGP 1&2) =16 sessions	
		c) Specialization/Function/Domain wise sessions - Finance, Sales & Marketing, Operations, Strategy & Consulting, Product Management, Human Resources etc.	Role wise 8 sessions x 2 (PGP 1&2) =16 sessions	
		d) Any additional sessions as deemed required by the CDS Office / Placement Committee		
B	Resume, Email & Cover	a) Resume Workshop - Importance, relevance, guidelines, Dos and Don'ts, hygienic factors, sample	Open House sessions (One for each PGP1 & PGP2)	90-120 Mins

	Letter Writing	resumes, resume customization domain wise, etc.		
		b) Pre-Review session - For students who are unable to create one pager resume.(group sessions)	Group sessions (One for each PGP1 & PGP2)	60-90 Mins
		c) Resume review and analysis with industry experts - at least 45 min each for 1st review, 30 min each for 2nd review, flexible with timings extension with the same mentor/trainer <i>(Student-wise Feedback - Require detailed feedback on each section documented concretely.)</i>	Resume Review 1 for all PGP1 & PGP2 students Resume Review 2 for all PGP1 & PGP2 students	Resume Review 1 - 45min Resume Review 2 - 30min
		d) Open House - Doubt clarification session, if required	Open House sessions (One for each PGP1 & PGP2)	90 Mins
		e) Resume Review session - Mid Placement season (Online)	Depends on the batch	90 mins
		f) Email Writing Workshops (Open house) Faculty	Open House sessions (One for each PGP1 & PGP2)	60 min
		g) Cover Letter workshop and review by industry mentors	Open House sessions (One for each PGP1 & PGP2)	90 Mins
C	Written & Oral ability test	a) Consulting Case Workshops - How to approach a particular case, frameworks - profitability, market entry, pricing, growth strategy and unconventional	2 (PGP1&2) X 6 sessions = 12 sessions	60 min
		b) One-to-one case discussion with industry mentors and feedback	For all PGP 1&2 students	30 Mins per interaction
		c) Guestimates workshop	10 sessions (2 x 5 sessions)	90 mins
		d) Domain specific tests - Mock Aptitude test		90 mins
D	Mock Interviews (M.I) & Feedback (with	a) Interview Workshop - Guidelines, Dos and don'ts, soft skills, sharing handbook with common interview questions, behavioral questions, and domain specific questions.	Open House sessions (One for each PGP1 & PGP2)	90 mins

	communication check)	b) Business Case Interviews	For all PGP 1&2 students	45 mins
		c) Mock Interviews with Industry mentors: Pre-Placement season; 45-60 min each; require detailed written feedback for each student, including oral communication skills (soft skills); highlight improvement areas etc.	For all PGP 1&2 students	45 mins (Offline Training)
		d) Mock Interviews - Mid Placement season		45 mins
		e) Additional mock interviews or guidelines as may be required.		45 mins
E	Group Discussions	a) GD Workshop - Guidelines, Dos and don'ts, soft skills etc.	Open house sessions (One for each PGP1 & PGP2)	90 mins
		b) Mock Moderated GDs / Case Study based GDs with Industry mentors: Pre-Placement season; 45-60 min each; require detailed written feedback for each student; highlight improvement areas etc.	Group sessions for all PGP 1&2 students	45-60mins (Offline Training)
		c) Mock Unmoderated GDs with Industry mentors: Pre-Placement season; 45-60 min each; require detailed written feedback for each student; highlight improvement areas etc.	Group sessions for all PGP 1&2 students	45-60mins (Offline Training)
		d) Additional mock GDs - Mid Placement season, as may be required	On demand	
F	English Communication Training	Soft Skills including Oral & Written Communication	Group Sessions for a few/selected students only	(Offline/Online)
G	Industry, Sector & Profile Analysis	a) JD Analysis workshop - Industry mentor from same company/domain; before each company or as may be required by the Placement Committee; flexible with timings and requirements. Role focused sessions or training. Industry Overview sessions: FMCG, E-commerce, BFSI, IT & ITES, Management Consulting,	60 Group sessions for both PGP1 & 2	60 min

		Marketing etc. Post day process support		
H	SIP (Summer Internship Program) Kickstart Session	a) Expectation setting, Best Practices, Code of Conduct, Insights for better PPO Conversion, Suggestions on courses/certifications/technical skills etc. One session before SIP and one after	Open House session for PGP1 only	90 Mins

Notes :

- (i) All modules, as specified above are required for both the batches viz. PGP 2022-24 batch, and PGP 2023-25 batch (except S.no:H).
- (ii) The entire task (for both batches) is to be completed within a duration of TEN months viz. from June 2023 to Mar 2024 as per the CDS Office requirement.
- (iii) Coverage, Pedagogy and Deliverables for each module should be specifically stated.
- (iv) The Institute reserves the right to allot one or more modules to one or more service providers, as deemed fit.
- (v) All services in job placement/placement assistance provided may be shared by the Bidder in the Technical Bid. Such services, if found relevant and as a value-add, will be factored in while evaluating the Technical Bid, provided such services are in tune with the expectations of the Institute as regards nature/type/category of recruiters, minimum offered salary, location of placements (e.g. abroad) etc.
- (vi) The quoted fee in the Financial Bid should include all the charges towards the trainers'/mentors' fee, expenses (including travel, boarding and lodging), levies, duties, taxes, etc. as applicable. Fee quoted cannot be revised upward for any reason, whatsoever.

5. SUBMISSION OF BIDS

(a) The Bids shall be submitted in hard copy only, as follows: -

(i) **Cover-1: Technical Bid** - The following documents should be submitted:

1. Bid Submission Letter (Annexure-1)
2. Eligibility Criteria submission : Annexure - X
3. Technical Bid along with all documents mentioned therein (Annexure-2)
4. Bid Security Declaration Form (Annexure-3)
5. Declaration of non-blacklisting of the firm (Annexure-4)
6. Firm Registration Certificate with validity as on closing date of submission of Bids

7. Income Tax Returns for the Financial Years 2017-18, 2019-20, and 2020-21
8. Copy of PAN Card
9. Copy of TAN (GST) Registration
10. Details of IT Security for safe and successful conduct of programs as mentioned under the Scope of work
11. Details of qualified human resources available to support the smooth and successful conduct of programs as specified under the Scope of work.
12. Testimonials from clients (preferably IIMs, Reputed business schools i.e. those ranked in the top 30 institutions only, in at least two of the three years viz. NIRF 2020, NIRF 2021 and NIRF 2022 of MHRD-GOI); (or) Department of Management Disciplines of Centrally-funded Technical Institutions (CFTIs); (or) AACSB/EQUIS-EFMD/AMBA-BGA accredited business schools in India)
13. Tender document - All pages should be signed by the authorized signatory and stamped (mandatory) with the seal of the Bidder.

Note:

- a. Documents at S.No. 1 to 5 should be in original, and 6 to 13 should be relevant documents or their photocopies, duly attested by the authorized signatory and stamped.
- b. All documents should be arranged in the above order, serially numbered and stapled/bound, and placed in one single envelope.
- c. The envelope should be properly sealed and superscribed clearly as: **“Technical Bid - Tender for Service Providers for Skill Mapping Training for Career Development of PGP students”**
- d. Name, Address, Mail ID and Contact No.s of the Bidder should also be provided on this cover.
- e. Financial Bid information SHOULD NOT be mentioned anywhere in the Technical Bid. Any breach will result in the rejection of the Bid.

(ii) **Cover-2: Financial Bid** - following documents should be submitted:

The Financial Bid document is to be filled in and submitted as per Annexure-5.

1. Any corrections and interlineations in the Financial Bid shall lead to rejection of the Bid.
2. Financial Bid should be properly filled in, signed by the authorized signatory, stamped, and placed in a separate cover.
3. This cover should be properly sealed and superscribed as: **“Financial Bid - Tender for Service Providers for Skill Mapping Training for Career Development of PGP students”**.
4. Name, Address, Mail ID and Contact No.s of the Bidder should also be provided on this cover.

5. **Cover-3:**

1. Both the above covers (Technical Bid envelope and Financial Bid

envelope), closed individually, will be put in this outer cover. It must be superscribed clearly as: **“Bid - Tender for Service Providers for Skill Mapping Training for Career Development of PGP students; Closing Date: 04th May 2023; 1600 Hrs.”**.

2. Bidder should mention Name, Address, Mail ID and Contact No.s of on this outer cover and send through Speed Post, Courier or By Hand to the address mentioned in the ‘Notice Inviting Tender’ so as to reach this office on or before the date and time mentioned therein.
- (b) All the information furnished shall be true, complete, and evidence-based. Documentary proofs should be attached for all claims made and information furnished in the Bid document.
- (c) Bidder (s) / EA (s) are expected to carefully read all terms and conditions in this tender document and comply with the same, strictly. Non-compliance will result in (i) Rejection of Bids prior to award of Contract, and (ii) Cancellation of Contract (if awarded) thereafter.
- (d) Bids submitted shall remain valid for a period of 6 (six) months from the closing date for receipt of Bids.

6. REJECTION OF BIDS

- (a) Technical Bids having any Financial Bid information, included/stated therein, advertently, or inadvertently, will lead to disqualification of the Bidder and the Bid submitted will be rejected summarily.
- (b) Bids without the required documents, incomplete or conditional bids, bids submitted in a format other than the one prescribed, Bids with interlineations and unauthenticated corrections, Bids received after closing date and time, Bids with Financial Bid in unclosed/open cover, etc. are liable for rejection. No correspondence in this regard shall be entertained.
- (c) IIMV reserves the right to reject any or all the Bids either in part or in full relating to the work under this Bid document, without any reason and without incurring any liability, whatsoever. IIMV also reserves the right to accept or reject any, some or all Bids received by it without having to disclose the reason therefor, with the Bidder (s) / EA (s). IIMV may also modify, withdraw, or cancel the tender either in part or in full, at its sole discretion.

7. BID OPENING AND EVALUATION CRITERIA

- (a) The Bidder (s) / EA (s) must submit both Technical Bids and Financial Bids simultaneously, clearly superscribed as such, as specified in this Tender document.
- (b) The Bidder (s) / EA (s) who will be eligible as per the eligibility criteria will be considered for further process of opening of Technical Bid.
- (c) Technical Bids will be opened on the date and time mentioned in the Notice Inviting Tender, in the presence of Bidder (s) / EA (s) or their representatives, who choose to be present. Bidder (s) / EA (s) or their representatives willing to attend the Technical Bid opening should produce a letter from the authorized signatory, as per Annexure-6, clearly specifying the name, designation, and Aadhar No. of the person being nominated to be present. The authorized representative attending the bid opening must

carry his/her Aadhar Card in original. The Technical Bid opening meeting will held in physical mode.

(d) Technical Bids will be evaluated first, to obtain a Technical Score as under:

(e) **Evaluation Criteria for Technical Bid :-**

S. No	Description	Documents to be provided	Max Marks
1	Record of successful completion of Skill Mapping Training for Career Development of PGP (MBA) students (as mentioned in the Scope of Work) in the institutions ranked in the top 50 of NIRF 2021 (Management Category), <u>excluding IIMs</u> <u>Count of Institutions:</u> <ul style="list-style-type: none"> • 01-03 Institutions: 03 Marks • 04-07 Institutions: 05 Marks • 08 and above Institutions: 08 Marks 	At least one set of Work Order & Corresponding Invoice as proof for each of the said institutions	08
2	Record of the total no of IIMs, where the Skill Mapping Training for Career Development of PGP (MBA) students(as mentioned in the Scope of Work) conducted successfully. <u>Count of Institutions:</u> <ul style="list-style-type: none"> • 01-03 IIMs: 05 Marks • 04-07 IIMs: 08 Marks • 08 and above IIMs: 12 Marks 	At least one set of Work Order & Corresponding Invoice as proof for each of the said IIMs	12
3	Record of successful completion Number of years of experience in coaching, training, and mentoring students <u>in IIMs only</u> <u>Duration of experience :</u> <ul style="list-style-type: none"> • 10+ years : 20 Marks • 05-10 years : 15 Marks • 03- 05 years : 10 Marks 	One set of Work Order & Corresponding Invoices supporting the durations	20
4	No of students trained in the last 05 years (only IIMs & Top 50 Institutions in NIRF 2021(Management Category)): 1500-2000 Students : 10 Marks 1000-1500 Students : 08 Marks 500- 1000 Students : 06 Marks		10
5	<u>Credentials of trainers :</u> <ul style="list-style-type: none"> • Education and corporate experience of the trainers who deliver the services of at least 10 years and above [IIM/Business 	One set of Work Order & Corresponding Invoice as proof, for at	10

S. No	Description	Documents to be provided	Max Marks
	<p>school background will be preferred] : 10 Marks</p> <ul style="list-style-type: none"> Education and corporate experience of the trainers who deliver the services 5 - 9 years [IIM/Business school background will be preferred] : 5 Marks 	least one Program for each of the said Areas	
6	<p>Study/reference material</p> <ul style="list-style-type: none"> Video + Audio/Podcast + Reading material : 10 Marks Audio/podcast + Reading Material : 07 Marks Reading material : 05 Marks 	Invoice (evidencing actual enrolment) as proof for each of the said Programs	10
7	<p>Student Performance Tracking (Online platform):</p> <p>Track the progress of each student through online and to do background work related to career discovery and preparation. This should include a resume builder, preparation for interviews, organization research, strengths and interests, values and drivers, and strengths and weaknesses.</p> <ul style="list-style-type: none"> Mobile App + Web Portal + Email : 10 Marks Mobile App/Web Portal + Email : 07 Marks Email : 05 Marks 	A Mobile App/web portal id and A sample performance report of the candidate indicating our training performance	10
8	<p><u>Presentation on:</u></p> <ul style="list-style-type: none"> Business Strengths of the Bidder Financial Strengths of the Bidder Technical Strengths of the Bidder Service Support Strengths of the Bidder Marketing Plan for the Programs [Max 2 Marks for each] 	Documentary proof of strengths	10
9	<p><u>Added advantage:</u></p> <p>Offerings on Assessment Test/Psychometric Test/Profiling of students/Special training on Domain related roles</p>	Documentary proofs on offerings	10
Total Marks			100

Cut-off Marks for Qualifying: Bidder (s) / EA (s) securing a **minimum of 60 marks** in the Technical Evaluation only will be considered as ‘Technically Qualified’. Financial Bids of only those Bidder (s) / EA (s) who are

technically qualified will be opened and evaluated further, as notified herein.

- (f) The evaluation for the award of the Contract will be done under the Combined Quality Cum Cost Based System (CQCCBS). Based thereon, the Technical Bid will be allotted a weightage of 80%, and the Financial Bid will be allotted a weightage of 20%.
- (g) In case of a tie, the Bidder who scores higher marks in the Presentation [Technical Bid: Item-6] will be credited (notionally) with five more marks (subject to a ceiling of 25 marks) and evaluation carried out.

8. EXECUTION OF AGREEMENT

- (a) The Bidder (s) / EA (s) selected/empaneled will be communicated through a formal letter.
- (b) The Bidder (s) / EA (s) shall be required to execute a Contract (as per the format to be prescribed by the Institute) within fifteen (15) days of the date of issue of such communication. Failure to do so shall lead to disqualification of the Bidder.
- (c) After selection, Bidder (s) / EA (s) failing to launch programs as per the prescribed dates of the Institute, will lead to penal action, including cancellation of the Program Work Order(s) and/or termination of the Contract.

9. PERFORMANCE SECURITY Guaranteeing due performance under the Contract, Performance Security shall be furnished by the EA for a sum of 10% (ten percent only) of the final Work Order value) in the form of an unconditional and irrevocable Bank Guarantee from a scheduled commercial bank (acceptable to the Institute), within 15 days of the date of the communication from the Institute. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the EA.

10. Earnest Money Deposit (EMD): EA(s) are required to submit (EMD) of amount Rs. 85,800/- (Rupees Eighty-Five Thousand Eight Hundred only) along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft from any of the public sector banks or a private sector bank authorized to conduct government business payable in favour of "Indian Institute of Management, Visakhapatnam" payable at Visakhapatnam. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful Bidder (s) / EA (s) will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Security Deposit from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.

11. Terms & conditions governing the contract :

- (a) The rates quoted by Bidder (s) / EA (s) shall be all-inclusive (except GST) and fixed throughout the period of the Contract, and no changes in this regard are accepted, for any reason whatsoever.
- (b) If the successful Bidder (“Engaged Agency” or “EA” as specified herein) fails to fulfill his obligations under the Contract i.e., non-adherence to terms and conditions in full or in part, IIMV may terminate the Contract forthwith, without incurring any liability whatsoever.
- (c) Notwithstanding anything contained herein, the Contract can be terminated by either party by giving an advance notice of three months. No reason need be stated by either party for (seeking) termination.
- (d) Termination shall not affect the ongoing programs (i.e., programs in progress), and they shall progress and conclude as per the terms agreed upon by the parties under the Contract.
- (e) Manpower Deployment: The EA is required to deploy a set of technically qualified, skilled, and experienced human resources with prior experience in the scope of work, for exclusive servicing of the IIMV contract. One of the resource persons shall be the single point of contact (SPOC), who will liaise with the counterpart in IIMV for the successful conduct of the programs.
- (f) The EA shall at all times use duly licensed software, tools, etc. for the execution of the Scope of work as mentioned above. The EA shall duly acknowledge and comply with the provisions of law relating to intellectual property rights. The EA shall indemnify and hold the Institute harmless at all times, for any lapses in this regard on its part, for any reason whatsoever.
- (g) The EA shall apprise and seek the inputs of the Institute in the activities planned in support of the Scope of work.
- (h) The EA shall share the information with the Institute, from time to time, concerning the latest activities in support of the Scope of work.
- (i) The EA shall develop and ensure due security protocols so that the material developed, and the programs delivered by IIMV through the electronic channel of the EA are not corrupted, altered, or their integrity compromised in any manner, notwithstanding technical snags (if any), intrusions (such as hacking) or interruptions that might occur; and promptly take suitable and strong preventive, detective, corrective, and remedial measures that would prevent recurrence of such events.
- (j) The EA shall provide appropriate customer training for the users of the Institute, on its technology platforms (if any) (e.g., LMS) for smooth execution of the Scope of work .
- (k) The EA shall notify the Institute promptly of any complaint or claim made or brought against it or against the EA with respect to the deliverables at the Institute.
- (l) Grievances, complaints, and suggestions of students or of the Institute shall

be promptly attended to, remediated, or resolved by the EA. Where challenges exist, the same shall be promptly brought to the notice of the Institute.

- (m) The EA shall not alter the Scope of work mentioned by the Institute, in any manner, without the prior written approval of the Institute.
- (n) The EA shall promptly notify the Institute of any defects or deficiencies that appear or tend to recur in the delivery of Scope of work.
- (o) The EA shall not outsource and/or subcontract any part of its responsibilities, in full or in part, to any third party, without the prior written approval of the Institute. Even in such cases, such third parties shall also be duty-bound to comply, without demur, with all the terms and conditions of the Tender, as devolving on the EA.
- (p) The EA shall ensure that the intellectual property rights of the content developed and delivered by IIM Visakhapatnam are protected in accordance with the law. This could be through technological measures combined with a proper End User License Agreement (EULA) with the EA. Also, they should be protected through appropriate contracts and organizational processes internal to the EA. Copies of the EULA and the employment contracts are to be provided to the Institute, along with a description of the organizational processes put in place to protect the intellectual property rights, as and when demanded by the Institute.
- (q) The EA shall be solely responsible for ensuring compliance with all applicable laws of the land in the performance of services.
- (r) The EA shall always work in the best interests of the Institute and shall not (cause to) do any act advertently or inadvertently that is prejudicial to the good functioning, smooth/streamlined working; causing (or having the potential to cause) risk, damage loss of any kind to the (interests of the) Institute. Any breach shall attract penal action, including but not limited to forfeiture of security deposit and termination of Contract.

12. DURATION OF CONTRACT

- (a) The Contract shall be awarded for a period of one year, initially. The Institute shall have the discretion to extend it for a further suitable duration on mutually acceptable terms and conditions.
- (b) In the event of such an extension being under consideration (after conclusion of the Contract) and even in the event of the EA seeking a hike in professional fee, it shall continue to be the responsibility of the EA to continue to work at the rates prevailing on the last date of the surviving Contract, even beyond the Contract period or the extended Contract period as the case may be, for at least 3 (three) months or till a new Contract is finalized, whichever is earlier.

13. PAYMENT TERMS

- (i) The payment terms are mentioned as follows :
 - (a) 25% advance - after acceptance of the Work Order and furnishing the Performance Security

- (b) 50% on conclusion of at least 75% of final placements;
 - (c) 15% on conclusion of at least 80% of summer internship placements;
 - (d) 10% balance within two weeks of the convocation of the PGP 2022-24 batch or 3 (three) months from stage (ii), whichever is earlier.
 - (e) GST payments shall be honored by the parties, additionally, as per law.
- (ii) Point no (i)(a) to (i)(d) shall be processed with the clearance from the CDS office.
- (iii) While the placements at IIMV are a rolling process, it is envisaged that milestone i(b) above would be completed by 31/1/2024 and (i)(c) by 28/02/2024.

14. FORCE MAJEURE

- (a) If at any time, during the continuance of the agreement/contract, the performance in whole or in part by the parties (i.e., the EA and IIMV), of any obligation specified in the Contract, is prevented, restricted, delayed, or interfered with by reason of war or hostility, the act of the public enemy, civil commotion, sabotage, the act of state or direction from statutory authority, earthquake, explosion, epidemic, pandemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as an event), the parties may be excused from performance of their obligations provided that notice of happenings of any such event is exchanged by either party within two calendar days from the date of occurrence thereof. Provided further that the obligations under the agreement shall be resumed by the parties, as soon as practicable, after such event comes to an end or ceases to exist. The decision of the Institute as to whether the obligations may be so resumed and the time frame within which the obligations may be resumed shall be final and binding.
- (b) The Force Majeure events mentioned above will not in any way cause an extension of the period of the Contract, unless explicitly agreed upon by the Institute.

15. PENALTY

The EA shall always ensure the regular and uninterrupted provision and quality of services. In case of failure, disruption or deficiency in services, or negligence, advertently or inadvertently, appropriate action shall be taken by the Institute, which may include and not limited to, forfeiture of the security deposit and/or termination of the Contract. The Director of the Institute (Competent Authority) shall decide whether a breach has occurred, and the same shall be binding on the EA.

16. LAWS GOVERNING AGREEMENT/CONTRACT

The Contract (to be) entered into between the Institute, and the EA shall be governed by the laws of the Union of India in force for the time being.

17. TERMINATION FOR INSOLVENCY

The Institute may, at any time, terminate the Contract by giving one-month written notice to the EA, without any compensation to the EA, and without any liability or implications devolving on it, if the EA becomes bankrupt or otherwise insolvent as declared by a competent court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue to the Institute.

18. INTERPRETATION

Any clarification regarding the meaning or intent or interpretation of any of the terms and conditions of the Tender or Contract, whether explicit or implicit, shall be sought from the Director of the Institute (Competent Authority) whose decision in the matter shall be final and binding.

19. ARBITRATION

In the event of any dispute arising between the Institute and the EA in any matter covered under the Contract or arising directly or indirectly therefrom or connected or concerned therewith in any manner of the implementation of any terms and conditions of the said Contract, the matter shall be referred to the Director of the Institute (Competent Authority) who may appoint an eminent person distinguished in the field of management or such other field as deemed appropriate as the sole Arbitrator. The EA will not be entitled to raise any objection as regards such appointment. The award of the Arbitrator shall be final and binding on both the parties, subject to the provisions of the Arbitration and Conciliation Act, 1996, and rules made thereunder. The parties shall expressly agree that the arbitration proceedings shall be held at Visakhapatnam, Andhra Pradesh. The language of the arbitration and proceedings shall be (in) English only. The costs of arbitration shall be borne equally by both the parties.

20. JURISDICTION OF COURTS

Any dispute arising, if any, under the Tender and Contract shall be subject to the jurisdiction of the competent courts of Visakhapatnam/Andhra Pradesh, only.

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Annexure - X
Eligibility Criteria submission

(To be submitted on the firm / Agency letter head)

List of documents to be submitted as proof of meeting ‘Eligibility Criteria’ as mentioned in the section 3(a) of this Tender document

S. No	Criteria	Documents required	Submitted YES/NO
1	The Bidder should have at least 03 (three) years of experience in the field of training / career development services (imparting system skills like critical thinking, creativity, quantitative and analytical aptitude, logical reasoning,, data interpretation, problem-solving etc.; management domain skills; employability skills; life skills, soft skills, social skills etc.) for students in higher educational institutions of repute in India.	Copies of Work orders /contracts/ agreements and work completion certificates for providing these services during the last 3 years	
2	The Bidder should have experience of providing Services, in the past three years, to <u>at least two institutions from the following</u> : (i) IIMs; (or) (ii) reputed business schools (i.e. those ranked in the top 30 institutions only, in at least two of the three years viz. NIRF 2019, NIRF 2020 and NIRF 2021 of MHRD-GOI);	Copies of the Work orders/contracts/ agreements and work completion Certificates	

DECLARATION

I, _____, the undersigned, being the authorized signatory for submission of bid for Tender No.: IIMV/CDS/2023-24/01 Dated 17th April 2023 inviting Bidder (s) / EA (s) for Engagement as Service Providers for Skill Mapping and Career Development Training of PGP Students of IIM Visakhapatnam, hereby declare that I read and understand all the terms and conditions of the Tender document. All the documents submitted and the details being furnished are true, complete and correct to the best of my knowledge. I also declare that no fact

or information has been concealed or misrepresented in the bid being submitted. I understand that if at any time, during or after the tender process or after the award of the contract, if any breach of this declaration has been found out or comes to light, the bid will be summarily rejected and the contract (if awarded) will be nullified without the Institute incurring any liability whatsoever and suitable action as deemed fit by the Institute will be initiated against me and my firm, company or agency.

Authorized Signatory:

Full name:

Designation:

(Company Seal)

Date:

Place:

(To be printed on Bidder's letterhead and submitted as the first page of 'Technical Bid')

LETTER FOR SUBMISSION OF BID

To:

The Senior Administrative Officer (Administration)
Indian Institute of Management Visakhapatnam
Andhra Bank School of Business Building
Andhra University Campus
Visakhapatnam- 530 003

Dear Sir,

Subject: Bid for Tender No.: IIMV/CDS/2023-24/01 Dated 17th April 2023 inviting Bidder (s) / EA (s) for Engagement as Service Providers for Skill Mapping and Career Development Training of PGP Students of IIM Visakhapatnam

Subject to the conditions given in the tender documents, I/We hereby submit my/our bid for Tender No.: IIMV/CDS/2023-24/01 Dated 17th April 2023 inviting Bidder (s) / EA (s) for Engagement as Service Providers for Skill Mapping and Career Development Training of PGP Students of IIM Visakhapatnam, I/We hereby certify that I/We have read all the terms and conditions of the tender document and agree to abide by them unconditionally and without demur.

S.No	Particulars	Details
1	Name of the Bidder (Firm/Co./Agency)	
2	Address of Registered Office	
3	GSTN & PAN	
4	Authorized Signatory's Name	
5	Authorized Signatory's Designation	
6	Contact No.(s): Landline	
7	Contact No.(s): Mobile	
8	Email ID:	

Note: All correspondence shall be made by the Institute on the mentioned address, contact No. and email ID only.

DECLARATION

I, _____, the undersigned, being the authorized signatory for submission of bid for Tender No.: IIMV/CDS/2023-24/01 Dated 17th April 2023 inviting Bidder (s) / EA (s) for Engagement as Service Providers for Skill Mapping and Career Development Training of PGP Students of IIM Visakhapatnam, hereby declare that I read and understand all the terms and conditions of the Tender document.

All the documents submitted and the details being furnished are true, complete and correct to the best of my knowledge. I also declare that no fact or information has been concealed or misrepresented in the bid being submitted. I understand that if at any time, during or after the tender process or after the award of the contract, if any breach of this declaration has been found out or comes to light, the bid will be summarily rejected and the contract (if awarded) will be nullified without the Institute incurring any liability whatsoever and suitable action as deemed fit by the Institute will be initiated against me and my firm, company or agency.

Authorized Signatory:

Full name:

Designation:

(Company Seal)

Date:

Place:

TECHNICAL BID

Tender No.: IIMV/CDS/2023-24/01 Dated 17th April 2023 inviting Bidder (s) / EA (s) for Engagement as Service Providers for Skill Mapping and Career Development Training of PGP Students of IIM Visakhapatnam

The following documents are furnished by the Bidder in the Technical Bid. Bidder (s) / EA (s) are to carefully read and comply with the notes given below this Table.

S. No	Description	Documents to be Submitted
1	Record of successful completion of Skill Mapping Training for Career Development of PGP (MBA) students (as mentioned in the Scope of Work) in the institutions ranked in the top 50 of NIRF 2021 (Management Category), excluding IIMs.	At least one set of Work Order & Corresponding Invoice as proof, for each of the said institutions
2	Record of the total no of IIMs, where the Skill Mapping Training for Career Development of PGP (MBA) students(as mentioned in the Scope of Work) conducted successfully.	At least one set of Work Order & Corresponding Invoice as proof, for each of the said IIMs
3	Record of successful completion Number of years of experience in coaching, training, and mentoring students in IIMs only	One set of Work Order & Corresponding Invoice as proof, for each Program
4	No of students trained in the last 05 years (only IIMs & Top 50 Institutions in NIRF 2021(Management Category)):	One set of Work Order & Corresponding Invoice as proof, for at least one Program for each of the said Areas
5	<u>Credentials of trainers :</u> <ul style="list-style-type: none"> Education and corporate experience of the trainers who deliver the services of at least 10 years and above Education and corporate experience of the trainers who deliver the services 5 years and below. [IIM/Business school background will be preferred]	Attested copies of the complete profile along with the credential certificates.
6	Study/reference material <ul style="list-style-type: none"> Video + Audio/Podcast + Reading material 	Copies of the Reading Material & links to access the video / audio/podcast
7	Student Performance Tracking (Online platform): Track the progress of each student through online and to do background work related to career discovery and preparation. This should include a resume builder,	A demo log in credentials to check the portal.

S. No	Description	Documents to be Submitted
	preparation for interviews, organization research, strengths and interests, values and drivers, and strengths and weaknesses. <ul style="list-style-type: none"> • Mobile App + Web Portal + Email 	
8	Presentation on [Max 5 Marks for each]: <ul style="list-style-type: none"> • Business Strengths of the Bidder • Financial Strengths of the Bidder • Technical Strengths of the Bidder • Service Support Strengths of the Bidder • Marketing Plan for the Programs 	Documentary proof of strengths
9	Added advantage: Offerings on Assessment Test/Psychometric Test/Profiling of students/Domain related profiles	Documentary proof of offerings

Notes:

- Cut-off Marks for Qualifying: Financial Bids of only those Bidder (s) / EA (s) who score 60 marks and above only will qualify. Only those Financial Bids will be opened and evaluated further.
- The Presentation will be evaluated by a Committee constituted by IIMV. The date, time and mode of the presentation shall be communicated by IIMV, post the closure date for the submission of the Bids, to the Bidder (s) / EA (s) whose Bids are not rejected.
- Bidder (s) / EA (s) should submit all the documents as mentioned in the Section 5 SUBMISSION OF BIDS.
- The Bidder (s) / EA (s) should not have been blacklisted by any Department of the Government of India, Quasi-Govt., or Autonomous body of the Central Govt., anytime in the past. There should not be any criminal case registered against the Bidder including the firm and its owners, representatives, successors, assigns, partners, or management, anywhere in India or abroad. The Bidder should not have faced any action by any law enforcement agency of India or any foreign country. A declaration to this effect is to be submitted with the Technical Bid, signed by an authorized signatory (as per Annexure-5).

Name of the Bidder (Firm/Co./Agency)_____

Name & Designation of the Authorized Signatory: _____

Date:

Signature:

Place:

Name:

Company Seal:

BID SECURITY DECLARATION FORM

(to be printed on the company/firm/agency's letterhead)

Date:

To:

The Senior Administrative Officer (Administration)
Indian Institute of Management Visakhapatnam
Andhra Bank School of Business Building
Andhra University Campus, Visakhapatnam, AP

Sir,

Sub: 'Bid Security Declaration' for Tender No.: IIMV/CDS/2023-24/01 Dated 17th April 2023 inviting Bidder (s) / EA (s) for Engagement as Service Providers for Skill Mapping and Career Development Training of PGP Students of IIM Visakhapatnam.

We, _____ understand that, as per Item 7 of the Notice Inviting Tender, bids may be supported with a 'Bid Security Declaration' towards payment of EMD for the companies which are not exempted from payment of EMD, to participate in the tender process. We declare as under:

We will automatically be suspended from being eligible for bidding in any tender issued by the Indian Institute of Management Visakhapatnam for the period of 3 years, from the date of award of contract, if we are in breach of any of the following obligation(s) under the bid conditions:-

- a. If we withdraw the bid or increase the quoted prices after opening of the bid and during the period of bid validity or its extended period, if any.
- b. In case we fail to sign the Contract in accordance with the terms and conditions (including timelines for execution of the Agreement) of this Tender or fail to furnish the Performance Security in accordance with the terms and conditions of this Tender and Letter of Award.
- c. During the bid process, if we indulge in any act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.

We understand that this declaration shall expire, if we are not the successful Bidder, and on receipt of IIMV's notification of the award to another Bidder; or thirty days after the validity of the Bid; whichever is earlier.

Name of the Bidder
(Firm/Co./Agency) _____

Name & Designation of the Authorized Signatory: _____

Date:

Signature:

Place:

Name:

Company Seal:

Annexure-4

DECLARATION REGARDING NON-BLACKLISTING OF THE FIRM
(To be printed on Bidder's letterhead)

To:

The Senior Administrative Officer (Administration)
Indian Institute of Management Visakhapatnam
Andhra Bank School of Business Building
Andhra University Campus
Visakhapatnam 530 003.

Dear Sir,

Subject: Non-Blacklisting declaration in connection with IIM Visakhapatnam Tender No.: IIMV/CDS/2023-24/01 Dated 17th April 2023 inviting Bidder (s) / EA (s) for Engagement as Service Providers for Skill Mapping and Career Development Training of PGP Students of IIM Visakhapatnam.

This is to notify you that our Firm/Company/Organization intends to submit a proposal in response to Tender No.: IIMV/CDS/2023-24/01 Dated 17th April 2023 inviting Bidder (s) / EA (s) for Engagement as Service Providers for Skill Mapping and Career Development Training of PGP Students of IIM Visakhapatnam.

In accordance with the above we declare that:

- a. We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
- b. We are not blacklisted by Central or any State Government or by any entity, organization, agency, autonomous body, or society of any State or Central Government or any Regulatory Authority in India or any other country in the world, for any kind of fraudulent activities.
- c. No action by any law enforcement agency in India or abroad has ever been initiated by us, at any time.

Name of the Bidder (Firm/Co./Agency) _____

Name & Designation of the Authorized Signatory: _____

Date:

Signature:

Place:

Name:

Company Seal:

FINANCIAL BID FORMAT

Tender No.: IIMV/CDS/2023-24/01 Dated 17th April 2023 inviting Bidder (s) / EA (s) for Engagement as Service Providers for Skill Mapping and Career Development Training of PGP Students of IIM Visakhapatnam
Price is to be quoted in this Financial Bid only, in the following format:

Scope of Work_Skill Mapping Training for Career Development of PGP students_2023-24 Students Strength = 400* (PGP1) + 275 (PGP2) = 675					
Item No.	IIMV Requirements	Pedagogy	Min. No. of Sessions	Duration of each Session	Total fee per student
A	Career Analysis, Goal Setting & Guidance ¹	a)Introduction, process flow, roadmap, expectation setting session.	Open House sessions (One for each PGP1 & PGP2)	60-90 Mins	
		b)Career Options with industry experts - What kind of roles can you expect in each domain?	Domain wise 8 session x 2 (PGP 1&2) =16 sessions		
		c)Specialization/Function/Dom ain wise sessions - Finance, Sales & Marketing, Operations, Strategy & Consulting, Product Management, Human Resources etc.	Role wise 8 sessions x 2 (PGP 1&2) =16 sessions		
		d) Any additional sessions as deemed required by the Placement Committee			
B	Resume, Email & Cover Letter Writing	a) Resume Workshop - Importance, relevance, guidelines, Dos and Don'ts, hygienic factors, sample resumes, resume customization domain wise, etc.	Open House sessions (One for each PGP1 & PGP2)	90-120 Mins	
		b)Pre-Review session - For students who are unable to create one pager resume.(group sessions)	Group sessions (One for each PGP1 & PGP2)	60-90 Mins	
		c) Resume review and analysis with industry experts - at least 45 min each for 1st review, 30 min each for 2nd review, flexible with timings extension with the same mentor/trainer (Student-wise Feedback - Require detailed feedback on	Resume Review 1 for all PGP1 & PGP2 students Resume Review 2 for all PGP1 & PGP2 students	Resume Review 1 - 45min Resume Review 2 - 30min	

		<i>each section documented concretely.)</i>			
		d) Open House - Doubt clarification session, if required	Open House sessions (One for each PGP1 & PGP2)	90 Mins	
		e) Resume Review session - Mid Placement season (Online)	Depends on the batch	90 mins	
		f) Email Writing Workshops (Open house) Faculty	Open House sessions (One for each PGP1 & PGP2)	60 min	
		g) Cover Letter workshop and review by industry mentors	Open House sessions (One for each PGP1 & PGP2)	90 Mins	
C	Written & Oral ability test	a) Consulting Case Workshops - How to approach a particular case, frameworks - profitability, market entry, pricing, growth strategy and unconventional	2 (PGP1&2) X 6 sessions = 12 sessions	60 min	
		b) One-to-one case discussion with industry mentors and feedback	For all PGP 1&2 students	30 Mins per interaction	
		c) Guestimates workshop	10 sessions (2 x 5 sessions)	90 mins	
		d) Domain specific tests - Mock Aptitude test		90 mins	
D	Mock Interviews (M.I) & Feedback (with communication check)	a) Interview Workshop - Guidelines, Dos and don'ts, soft skills, sharing handbook with common interview questions, behavioral questions, and domain specific questions.	Open House sessions (One for each PGP1 & PGP2)	90 mins	
		b) Business Case Interviews	For all PGP 1&2 students	45 mins	
		c) Mock Interviews with Industry mentors: Pre-Placement season; 45-60 min each; require detailed written feedback for each student, including oral communication skills (soft skills); highlight improvement areas etc.	For all PGP 1&2 students	45 mins (Offline Training)	
		d) Mock Interviews - Mid Placement season		45 mins	
		e) Additional mock interviews or guidelines as may be required.		45 mins	

E	Group Discussions	a)GD Workshop - Guidelines, Dos and don'ts, soft skills etc.	Open house sessions (One for each PGP1 & PGP2)	90 mins	
		b)Mock Moderated GDs / Case Study based GDs with Industry mentors: Pre-Placement season; 45-60 min each; require detailed written feedback for each student; highlight improvement areas etc.	Group sessions for all PGP 1&2 students	45-60mins (Offline Training)	
		c)Mock Unmoderated GDs with Industry mentors: Pre-Placement season; 45-60 min each; require detailed written feedback for each student; highlight improvement areas etc.	Group sessions for all PGP 1&2 students	45-60mins (Offline Training)	
		d)Additional mock GDs - Mid Placement season, as may be required	On demand		
F	English Communication Training	Soft Skills including Oral & Written Communication	For a few/selected students only	60 Mins each session (6 sessions)	
G	Industry, Sector & Profile Analysis	<p>a)JD Analysis workshop - Industry mentor from same company/domain; before each company or as may be required by the Placement Committee; flexible with timings and requirements.</p> <p>Role focused sessions or training.</p> <p>Industry Overview sessions: FMCG, E-commerce, BFSI, IT & ITES, Management Consulting, Marketing etc. Post day process support</p>	60 Group sessions for both PGP1 & 2	60 min	
H	SIP Kickstart Session	a) Expectation setting, Best Practices, Code of Conduct, Insights for better PPO Conversion, Suggestions on courses/certifications/technical skills etc. One session before SIP and one after	Open House session for PGP1 only	90 Mins	
Total Fee per student					

Notes:

- Bids with conditions of any kind will be rejected.
- In case of any discrepancy between figures and words, the value in stated in words shall prevail.
- Price quoted should be all inclusive.

- (d) Price quoted in any form other than as above will result in the rejection of the Bid.
- (e) Any corrections/interlineations on this page shall result in rejection of the Bid.
- (f) Price quoted in the Financial Bid should include all the charges towards the trainer's / mentor's fee, expenses for the travel, boarding and lodging, levies, duties, taxes and any other cost includes as applicable.
- (g) Price quoted in this Financial Bid shall not be changed whatsoever reason.

Date:

Authorized Signatory:

Place:

Full Name:

Designation:

(Company Seal)

**LETTER OF AUTHORISATION FOR ATTENDING TECHNICAL BID OPENING
(To be printed on Bidder's letterhead)**

To:
The Senior Administrative Officer (Administration)
Indian Institute of Management Visakhapatnam
Andhra Bank School of Business Building
Andhra University Campus
Visakhapatnam 530 003.

Dear Sir,

Subject: Authorization for attending bid opening of IIM Visakhapatnam Tender No.: IIMV/CDS/2023-24/01 Dated 17th April 2023 inviting Bidder (s) / EA (s) for Engagement as Service Providers for Skill Mapping and Career Development Training of PGP Students of IIM Visakhapatnam.

The undermentioned person, bearing Aadhar No. as follows:

Name: _____

Designation: _____

Aadhar No. _____

is hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Authorized Signatory) of _____ (Firm/Co./Agency).

Specimen Signature of the Authorized Representative:

Name of the Bidder (Firm/Co./Agency) _____

Name & Designation of the Authorized Signatory: _____

Date: _____ Signature: _____

Place: _____ Name: _____
Company Seal: _____

Note:

1. Only one representative will be permitted to attend bid opening.

2. Permission for entry into the hall where bids are opened may be refused in case authorization as prescribed above and/or Aadhar Card in original is not produced.

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