

IIMBG/NIT/RFP/PA/2024-25/02

Date:- 21-06-2024

Request for Proposal

निविदा दस्तावेज /RFP-Document

Request for Proposal (RFP)  
For  
Conducting Outbound Orientation Program at IIM Bodh Gaya

भा.प्र.सं. बोधगया (बिहार) द्वारा जारी किया गया  
(Issued By IIM Bodh Gaya (Bihar))

(केवल ई-निविदा माध्यम /e-Tender mode only)

मुख्य प्रशासनिक अधिकारी/ Chief Administrative Officer (CAO)

भा. प्र. सं. बोधगया (बिहार)/ IIM Bodh Gaya (Bihar)

निविदा आमंत्रण प्राधिकारी / Tender Inviting Authority (TIA)

(e-Tender mode only)

Tender Document can be downloaded from the following websites: -

<http://www.iimbg.ac.in>

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

Address to :-

Chief Administrative Officer (CAO)  
IIM Bodh Gaya (Bihar)  
Tender Inviting Authority (TIA)

Phone: 0631-2200238, Mail Id: [cao@iimbg.ac.in](mailto:cao@iimbg.ac.in)

**Request for Proposal (RFP)  
For**

**Conducting Outbound Orientation Program at IIM Bodh Gaya IIM Bodh Gaya, Bihar**

Indian Institute of Management Bodh Gaya (IIMBG) invites online bids in two bid systems from reputed, experienced, and financially sound parties/bidders for the following work: -

**Brief Details of Tender:**

Work Description	Approx value of the Contract per annum in Rs.
<b>Engagement of Agency for</b> <ul style="list-style-type: none"> <li>Conducting Outbound Orientation Program at IIM Bodh Gaya on <b>8<sup>th</sup>-9<sup>th</sup> July'24</b></li> </ul>	4.90 lakhs  (Inclusive of all taxes and other charges if any)

The tender document along with all forms are available on the Institute website: <http://www.iimbg.ac.in> and Central Public Procurement portal (CPPP) <http://eprocure.gov.in/epublish/app> and bid is to be submitted through online mode only.

**Important Information on RFP:**

SL	Particulars	Date	Time
01	Date and Time of publication of RFP	As CPP Portal	
02	Bid Submission Start Date and Time	As CPP Portal	
03	Bid Submission Close Date and Time	As CPP Portal	
04	Date and Time Opening of Technical Bids	As CPP Portal	
05	Opening of Financial Bids	After evaluation of technical bid	

**TABLE OF CONTENTS**

SL	Description	Page No
01	About IIM Bodh Gaya	03
02	Scope of Work	03-04
03	Eligibility Criteria	04
04	Terms and Conditions of the Contract	04-05
05	BID Submission Process	05-09
06	BID Opening & Evaluation	09
07	Award of Contract	11
08	ANNEXURES- I, II, III & B	12-16

## 1) ABOUT IIM BODH GAYA

Indian Institute of Management Bodh Gaya, an autonomous body, under the Ministry of Education, Government of India invites quotations from eligible agencies/ firms for conducting Outbound Orientation Program at IIM Bodh Gaya. Interested Agencies/ Firms meeting the eligibility criteria may submit their bid along with all supportive documents.

### Note:

The Quotations submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. The bidders are requested to read the document carefully and ensure compliance with all instructions herein. Non-compliance with instructions in this document may disqualify the bidders from the selection process.

Indian Institute of Management Bodh Gaya, hereinafter known as IIM Bodh Gaya is one of the Institutions of National Importance (INIs) in India governed by the Indian Institute of Management Act 2017 under the Ministry of Education (MOE), Government of India. The Institute imparts quality/ world class education in Management and conducts MBA program, Doctoral level program, IPM (UG) program and executive training programs in all the functional areas of Management.

IIM Bodh Gaya is operating from its state-of-the-art permanent campus at Bodh Gaya, 14 Kms. from Gaya City, about 16 Kms from Gaya Railway Station and 6 Kms. from Gaya Airport. The Campus is a blissful mix of modern architecture, culture and heritage of Bodh Gaya and Bihar.

## 2). INTRODUCTION TO ORIENTATION PROGRAM AT IIM BODH GAYA:

- I. When a new student joins the Institute, it is vital to get them to become productive and efficient as quickly as possible. Induction training or Orientation Program forms a pivotal part in this process.
- II. Orientation Program is essential for any student who joins a program at the Institute because it helps him/ her to develop during study and motivates him/her to be stronger performer in the future. It is during the Orientation program that a student gets to know about the Institute's vision, mission, philosophy, work environment, student's responsibilities, the Institute culture and values and the key processes to be followed during the stay at the Institute.
- III. A proper Orientation and Induction at this stage shapes the student's disposition and outlook for study, future career and motivation levels. The Orientation Program thus should consist of eminent and luminary speakers from Corporate, Academia, Government and Administration. Apart from lecture sessions, the Orientation should have outbound activities which infuses a strong sense of motivation, team building, team dynamics, leadership qualities and self- development.
- IV. A five-day Orientation Programme is planned for new batches of all Programs every year. Everyday students will start their day with an early morning yoga session which will be followed by highly interactive modules with perfect balance of classroom, outbound and on-the-job activities.

## 3). SCOPE OF WORK:

1. A 2 day Outbound Orientation Program includes several group and individual activities to inculcate team spirit, leadership qualities, self-confidence, personal/professional effectiveness and motivation amongst the students.
2. Activities should cover the following learning goals:
  - Imagination, creativity, brainstorming.

- Focus, awareness of surroundings for future interaction.
  - Overcoming fears, inhibitions.
  - Stress handling
  - Group Discussions.
  - Team Building and working in groups.
  - Leadership Skills.
  - Planning and Strategizing.
  - Resource Managements.
  - Memory and concentration.
3. Tentative Date: 8th-9th July'24
4. Tentative Number of Students: 530. The Number of Students is tentative and may vary on the date of actual execution of work.
5. Resource/Materials- The materials required to conduct all the activities should be provided by the vendor. Institute will provide only space for conducting the activities.

#### 4). ELIGIBILITY CRITERIA:

- Vendor/Firm should have an experience of at least 3 years in the field of similar business i.e. Conducting Outbound/Inbound Program in reputed institutes preferably IIMs and IITs
  - Required Trainers- Minimum 5 and should include both male and female trainers.
  - No. of Activities- Each student should be exposed to 5 activities.
- The bidder must have had an average annual turnover of Rs. 10 lakhs or more in the last three financial years, i.e. FY 2020-21,2021-22 and 2022-23. The agency should also require submitting proof certified by a Chartered accountant
- The Firm must be registered under Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished.)

#### 5). TERMS AND CONDITIONS OF CONTRACT:

- **Period of Contract:** Contract period will be initially for one year. This period may be extended on yearly basis extension on same rate and terms & conditions subject to the satisfactory performance or with some addition/ deletion/ modification for a further period of maximum up to 3 years.
- **Sub-Contracting:** The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.
- **Exit Clause:** The contract can be terminated by giving **one-month** notice period by the Institute and One-month notice by the contractor. However, in any instant contract will be terminated if service of the vendor is not found satisfactory.

- IIM Bodh Gaya reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
- Successful bidder has to pay performance security @3% of total contract value for the duration of 03 Month.

#### 6). PAYMENTS TERMS:

- i) The payment will be made after the successful delivery/completion of the assignment and submission of the invoice. IIM Bodh Gaya will normally settle the bill within 30 days from the receipt of the bill. However, for delayed payment, the Contractor will not charge any penalty or interest to IIM Bodh Gaya.
- ii) Bill to be made in the name of Indian Institute of Management Bodh Gaya. GST No, Pan No and account details should be clearly mentioned on the bill.
- iii) No advance payment will be made under any circumstances.
- iv) TDS/ Income Tax & Other applicable taxes etc. are to be deducted at source from the bills of Contractor as per rule.

**7). FORCE MAJEURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by Force Majeure situation. The Agency/ Firm shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

8). In case of any disputes on execution of the work during the period of contract, the decision of the Director, IIM Bodh Gaya shall be binding and final, agreeable in full by both the parties.

**9). ARBITRATION CLAUSE:** Further, any legal dispute arising out of any breach of contract shall be settled in the court of competent jurisdiction located within the local limits, Gaya, Bihar.

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

Department of Expenditure has issued the directive to publish the tender document on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal. For more information, bidders may visit the CPP Portal <http://eprocure.gov.in/eprocure/app>. Tender document can also be downloaded from IIM Bodh Gaya Website ([www.iimbga.ac.in](http://www.iimbga.ac.in))

##### 10.1 REGISTRATION:

- Bidders to enroll on the e-Procurement module of the portal <http://eprocure.gov.in/eprocure/app> by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- The bidders choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- Bidders to register upon enrolment their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSCs to others, which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the

portal.

- The bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### 10.2 SEARCHING FOR TENDER DOCUMENTS:

- Various built-in options are available in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

#### 10.3 PREPARATION OF BIDS:

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

#### 10.4 SUBMISSION OF BIDS (GENERAL INSTRUCTIONS):

- The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. Financial Bids to be submitted online on the CPP Portal in BOQ format only. Disclosure of Financial rates in technical bid would lead to rejection of the bid. No Hard Copy of any tender document needs to be submitted.
- Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other

issues.

- The bidder to digitally signs and upload the required bid documents one by one as indicated in the tender document.
- The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.
- Bids not submitted, as per the above Performa will be summarily rejected.
- Bidders are requested to note that they should submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled out by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bid click "Complete" (i.e., after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
- The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.
- The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- Possession of Valid Class III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link Information about DSC'.

- Bidders are advised to follow the instructions provided in the Instructions to the Bidders for the
- e-Submission of the bids online through the Central Public

#### 10.5 BID SUBMISSION PROCESS:

##### 10.5.1 TECHNICAL BID SUBMISSION:

- The bidder should number the pages submitted in form of Technical Bid and provide an INDEX/ COMPLIANCE SHEET (As per Annexure-I) indicating the page number of each document submitted. The index should be placed at the top of the Technical Bid, followed by all the necessary documents as a part of technical bid documents.
- The Technical Bid should be accompanied by the relevant documents, duly signed, and stamped by Authorised Signatory on each page of Technical Bid & relevant documents and all supportive documents to be attached with related annexure only, without which the tender will be considered incomplete and hence, summarily rejected.
- Due date: The tender must be submitted online before the bid submission end date. No Hard copies of the tender documents/ bids will be entertained. The bidder has to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- The Technical Bid should be accompanied by a copy of this Tender Document (to be submitted online as a part of a Technical Bid) with each page duly signed by the authorized signatory of the bidders, who has signed the bid, as taken of having read, understood, and complied with tender, the terms, and conditions contained herein. Bids not accompanied by a duly signed copy of the Tender Document (uploaded online) will not be considered.
- The bid should be precise, complete in all respect and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required through the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- The bid should be clear and without any condition. Conditional bids shall be summarily rejected.
- IIM Bodh Gaya reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.
- IIM Bodh Gaya reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any enquiry after the submission of the bids shall not be entertained.
- Any change/ corrigendum/ extension of closing/ opening dates in respect of this tender shall be issued through e-tender Portal <https://www.eprocure.gov.in/epublish/app>) and IIM Bodh Gaya website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit IIM Bodh Gaya website for updates.

##### 10.5.2 FINANCIAL BID SUBMISSION:

- The Financial Bid (Price Bid) shall be submitted in electronic form only in conformity with the tender specifications on the portal only by the time & date as specified in NIT.
- The rates quoted in the financial bid would be treated as service charges in Rs. \_\_\_\_\_ in the enclosed "Price Bid format" i.e., in BOQ format. Submission of the Financial Bid (Price Bid) by any other means shall not be accepted by the Institute in any circumstances. The format of Financial Bid is given in the tender document.



- iii. Online submission of the bid will not be permitted on the portal after expiry of submission time and the Bidder shall not be permitted to submit the same by any other mode.
- iv. The Financial Bids of only those firms qualifying the technical evaluation will be considered.
- v. The Bidder shall not tamper/modify Financial Bid Format in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

#### 10.6 BID OPENING & EVALUATION

- The bids will be opened by a committee duly constituted for this purpose. Bids (complete in all respect) received will be opened as per Schedule as mentioned above, in presence of Agencies representative if available or as applicable.
- Place for opening of Bids: Indian Institute of Management Bodh Gaya, Uruvela Prabandh Vihar Bodh Gaya, Bihar -824234
- The Technical bid will be first opened and evaluated. In the primary screening, technical bid of only those who satisfy the eligibility criteria will be evaluated.
- The Financial bid of only those bidders whose technical bid is found to be technically responsive by the Committee will be opened. The Financial bids of ineligible bidders will not be opened.

#### 10.7 Selection of successful bidder:

- IIMBG will evaluate technical and financial acceptable offers on landed net Price basis inclusive of all taxes and levy.
- Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected.
- Non submission of complete documents required as per tender document.
- Receipt of offers after due date and time and or by email/fax (unless specified otherwise).
- Receipt of offers in open conditions.
- In case any BIDDER is silent on any clauses mentioned in this tender document, IIMBG shall construe that the BIDDER has accepted the clauses as per the invitation to tender and no further claim will be entertained.
- No revision of the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders is over.
- In the case of two bid system the date and time of Price Bid opening shall be intimated to technically qualifying bidders only.
- The institute reserves the right to seek clarifications or additional information/documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.
- In case the day of opening of tender is declared as a Public Holiday or there is non-functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose. No separate intimation will be given.

#### 11). ASSISTANCE TO BIDDERS:

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

indicated in the tender.

- Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the customer care of CPP Portal

#### 12). Bid Validity:

- The bids shall remain valid for a period of **180 days** from the date of opening of the financial bid. In case the Bidder withdraws, modifies, or changes his offer during the validity period, the bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
- In case the Bidder withdraws, modifies, or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
- The submission of bids does not entitle any agency to an automatic grant of award.
- Any inquiry after the submission of the proposal will not be entertained.

#### 13). BIDS OPENING & EVALUATION:

- The bids will be opened by a committee duly constituted for this purpose. The proposals received will be opened as mentioned in the “RFP Schedule.”
- **The Technical Proposal** will be opened first and evaluated. **The Financial Proposal** for only those Agencies whose technical bid is found to be technically qualified by the Committee. The Financial Proposals of ineligible Agencies will not be opened.

#### 14). SELECTION OF SUCCESSFUL AGENCY: Technically qualified bidders will be considered for the financial opening.

- A Technical Bid containing commercial details or Revelation of Prices in any form or for any reason before opening the Financial Proposal shall not be considered.
- IIM Bodh Gaya reserves the right to negotiate the quoted price with the successful Agency to arrive at a fair and reasonable price.
- The IIM Bodh Gaya is not bound to award contract at the lowest quote received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. Even if the bidders are given a counteroffer rate, all of the other terms and conditions of the tender will still be in place.
- The institute reserves the right to seek clarifications or additional information or documents from any agency regarding its technical proposal. Such clarification(s) or additional information or document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the agency does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.
- In case the day of opening of proposals is declared as a Public Holiday or there is non-functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose. No separate intimation will be given.

- Any act on the part of the bidder to influence anybody in the institute is liable to rejection of his bid.
- IIM Bodh Gaya reserves the right to reject any application without assigning any reason.
- IIM Bodh Gaya reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof.
- The decision of the Competent Authority, IIM Bodh Gaya will be final in all matters relating.

**15). AWARD OF CONTRACT:**

- The Successful Bidder should accept the offer within 02 days from the date of receipt of 'Letter of Offer', failing which the offer will be cancelled.
- In case the successful bidder backing out before actual award or execution of agreement or declines the offer of contract, for whatsoever reason(s), IIM Bodh Gaya will have right to forfeit the EMD.
- IIM Bodh Gaya has the right to pick more than one agency through this tendering process, or to hire one or more agencies at the same time.
- If the two agencies have quoted the same price in financial bid, then the agency having more Turnover of the agency will be considered for the declaring L1.
- It is clearly understood by the parties that no financial liability of any type is created by issuance of work order. The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.

Chief Administrative Officer  
Indian Institute of Management Bodh Gaya

**ANNEXURE-I**

**INDEX/ COMPLIANCE SHEET/ PART-I (TECHNICAL BID SUMMARY)**

(To be submitted on the letterhead of the bidder)

RFP for: Conducting Outbound Orientation Program at IIM Bodh Gaya

Tender NO:		Date:	
Name of the Bidder:			
Correspondence Address:			
Tel/Mob No.:			
Email Id:			
Contact Person Name:			
Mobile No (Contact Person):			

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

SL	Particular	Detail Compliance Y/N	Page No From -To	Remark
01	The bidder should be registered as a company as per the Companies Act. Appropriate documents/certificates issued by appropriate authorities should be enclosed to support this, and if it is a partnership firm, a certified copy of the Partnership Deed			
02	Copy of Permanent Account Number (PAN),			
03	Copy of GST Registration Certificate			
04	The bidder must have had an average annual turnover of Rs. 10 lakhs or more in the last three financial years, i.e. FY 2020-21,2021-22 and 2022-23. The agency should also require to submit a proof certified by a Chartered accountant,			
05	Vendor/Firm should have an experience of at least 3 years in the field of similar business i.e.  Conducting Outbound/Inbound Program in reputed institutes preferably IIMs and IITs  Required Trainers- Minimum 5 and should include both male and female trainers.			
09	Self-declaration certificate for acceptance of all terms and conditions for the tender documents.			

10	Self-declaration certificate for non-Blacklisting/terminated / ceased by any department/organization.			
11	Mandate form for electronic fund transfer / RTGS/other cashless transfer.			
12	All other documents, as required in terms of the tender, to claim eligibility.			

**Declaration**

I/we.....(Name of the Authorized Representative .....  
of Bidder) of (Name of the bidder) do hereby declare that the  
entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms  
and conditions laid down in tender document.

Place & Date:

(Name & signature with stamp of the bidder)

**BRIEF PROFILE OF AGENCY**

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

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

1.	Name of the Agency (In Block Letters)	::	
2.	Registered Office Address (With telephone no. & email address)	::	
3.	Details of Contact Person 1:	::	Name: _____ Designation: _____ Mobile No: _____ Email: _____
4.	Details of Contact Person 2:	::	Name: _____ Designation: _____ Mobile No: _____ Email: _____
5.	Year of incorporation /constitution of agency and Registration Number	::	
6.	PAN No.	::	
7.	GST No. and Date of Registration under Goods & Service Tax Act.	::	
8.	Total No. of Year of Experience in support of Experience related eligibility criteria).	::	
9.	Any other details the Firm would like to furnish (Example: Awards & Accreditations)	::	

Verification:

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

Signature of authorized  
signatory Name:

Seal:

Annexure-III

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

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

The Chief Administrative Officer  
Indian Institute of Management Bodh  
Gaya Bodh Gaya

Date: / /

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

- Name of the Firm/Company/Institute:**
- Address of the Firm/Company/Institute:**

City \_\_\_\_\_ Pin \_\_\_\_\_  
Code \_\_\_\_\_ E-Mail \_\_\_\_\_  
ID \_\_\_\_\_ Mob \_\_\_\_\_  
No: \_\_\_\_\_  
Permanent Account Number \_\_\_\_\_

- Particulars of Bank**

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

**DECLARATION:**

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

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

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

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: \_\_\_\_\_ Signature of

**the Authorized Official from the Bank**

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

QUOTATION (PRICE BID)

(To be submitted on the letterhead of the bidder)

Conducting Outbound Program at IIM Bodh Gaya				
Scope of Work	Job	Rate/Job (₹)	GST (%)	Total Amount [Incl. GST] (₹)
<p>Total Charges inclusive of all, as per following scope of work: <b>The 2 day Outbound Orientation Program includes several group and individual activities to inculcate team spirit, leadership qualities, self-confidence, personal/professional effectiveness and motivation amongst the students. Activities should cover the following learning goals:</b></p> <ul style="list-style-type: none"> <li>• Imagination, creativity, brainstorming.</li> <li>• Focus, awareness of surroundings for future interaction.</li> <li>• Overcoming fears, inhibitions.</li> <li>• Stress handling.</li> <li>• Group Discussions.</li> <li>• Team Building and working in groups.</li> <li>• Leadership Skills.</li> <li>• Planning and Strategizing.</li> <li>• Resource Managements.</li> <li>• Memory and concentration.</li> </ul> <p><b>Tentative Number of Students:</b> <b>530</b></p>	1 Job			
<b>TOTAL AMOUNT (Incl. GST):</b>		₹	_____	
Price in words: Rupees (_____)				

Note:

1. **Price:** Price must be quoted in Indian National Rupees and is inclusive of all taxes/ duties/ charges/GST TA/DA/Boarding/Lodging etc. No extra charges other than the quoted price will be entertained. The total quoted price/amount must be written in figures as well as in words.
2. The vendor shall not tamper/modify Financial Bid Format in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected.

Date:

Authorized Signatory

Place:

(Signature and seal of the authorized signatory)