

भारतीय प्रबंध संस्थान जम्मू

Indian Institute of Management Jammu

ओल्ड यूनिवर्सिटी कैम्पस, कैनाल रोड, जम्मू (जम्मू- कश्मीर) – 180016 भारत
Old University Campus, Canal Road, Jammu (J&K) – 180016 India
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REQUEST FOR PROPOSAL (RFP)
FOR
PRE-PLACEMENT TRAINING
TO THE STUDENTS OF IIM JAMMU

RFP Ref No: IIMJ/RFP/Pre-Placement-Training/2020-21/07

Dated: 25.09.2020

RFP Document can be downloaded from following websites:

<http://www.iimj.ac.in/tender-and-notice>

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

Address To:

Chief Administrative Officer

Indian Institute of Management Jammu

Old University Campus, Canal Road

Jammu- 180016 (J&K)



REQUEST FOR PROPOSALS (RFP) FOR PRE-PLACEMENT TRAINING TO THE STUDENTS OF IIM JAMMU

RFP Ref No: IIMJ/RFP/Pre-Placement-Training/2020-21/07

Dated: 25.09.2020

Indian Institute of Management Jammu, an autonomous body, under the Ministry of Human Resources Development, Government of India invites Proposals for conducting Pre-Placement Preparatory Workshop / Programme as per the requirements and terms & conditions stated below. Interested Agencies meeting the eligibility criteria as per RFP document may submit their Proposals complete in all respect.

RFP SCHEDULE: The Important information related to RFP schedule is as follows:

Last Date and Time for Submissions of Proposals	:-	16.10.2020 upto 3.00 PM
Last Date and Time for receipt of queries	:-	06.10.2020 upto 4.00 pm
Date and Time of Opening of Proposals	:-	19.10.2020 at 3.30 PM
EMD	:-	Rs. 20000/- (Rupees Twenty Thousand Only)
Performance Security	:-	5 % of Total Estimated Contract Value
Contact detail	:-	Placement Office 0191-2585837 placement.office@iimj.ac.in
Location of the Service	:-	Indian Institute of Management Jammu, Old University Campus Canal Road, Jammu-180016 (J & K)

Note: The Agencies are requested to read the RFP document carefully and ensure compliance with all instructions herein. Non-compliance with instructions in this document may disqualify the agency from the selection process.

1. REQUIREMENT/SCOPE FOR PRE-PLACEMENT PREPARATORY WORKSHOP:

Mode:- On-Line		
Program Activity	Duration	Type
Resume Building and Review	40 Mins	1:1
Mock Interview	40 Mins	1:1
Sector / Role Clarity Session	30 Mins	1:1
Session on Group Discussion & Mock GD	40 Mins	1:1

Mode:- Off-Line		
Program Activity	Duration	Type
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Mock Interview	40 Mins	1:1
Sector / Role Clarity Session	30 Mins	1:1
Session on Group Discussion & Mock GD	40 Mins	1:1



- 1.1 Approx. Strength of Students –
 - 1st Year- 227 Students
 - 2nd Year – 94 Students.
 - Total= 321 Students
- 1.2 All sessions will be organized based on the role/ industry preference, education background and work experience of the students.
- 1.3 All sessions will focus on preparing the students for real interviews through practicing interview questions and case studies, sharing experiences, providing detailed feedback and resolving students' queries.
- 1.4 Students will be asked to share their top 3 roles and sector preferences and coach allocation would be done based on the same.

- 1.5 For each personalized interview, detailed feedback will be collected and shared with the student and placement committee.
- 1.6 All sessions should be conducted on the suitable & matching platform for better user experience and progress tracking of students.
- 1.7 Sessions timings would be as per students and coach's availability and may happen on weekdays late nights or weekends.
- 1.8 The assignment can be started within a week of first payment and each activity can be accomplished within 30 days of initiation. For Example, if we start the resume sessions on 15 Sep, it would be completed by 15 Oct, similarly for mock Interviews.
- 1.9 All the coaches assigned to IIM Jammu will have minimum of 4 years of experience.
- 1.10 Resume Building session – Coach will go through the resume and mark the comments before the session to improve the effectiveness of the session. Students would be requested to go through the vetted resume before the session, gather the doubts and clear during the 1:1 interaction. The session will cover following points –
 - Explain and discuss the changes coach have proposed.
 - Quiz the students on the points and gauge their preparedness
 - Provide them feedback to improve further
 - Answer the resume queries of the student
- 1.11 **Mock interview-** as a prerequisite, the student will be asked to prepare on close to 40 types of behavioral interview questions. The preparation will be followed by one on one interview to judge the student's behavioral interview skills and give feedback on the same and general preparation on interview as well. The session will cover following points –
 - Mock Interview on the preferred role and sector
 - Detailed feedback in the session
 - Queries of the student

2. ELIGIBILITY CRITERIA:

- 2.1 The Agency should have PAN Number and GST Registration.
- 2.2 The Agency should have Minimum 5 (Five) years' experience of similar work of conducting such workshops/programs for academic institutions in Govt./State Govt./Govt. Autonomous Institute /large reputed institution / organization preferably at IIMs/IITs. PO / WO / Agreement / Experience Certificate / Performance certificate from the clients is to be submitted.
- 2.3 The Agency should have not been debarred / black listed / terminated / ceased without completing the entire duration of contract period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions, CFTIs etc. during past five years from the last date of submission of Proposals.

3. EARNEST MONEY DEPOSIT (EMD)

- 4.1. The Agency should submit Earnest Money Deposit (EMD) of 20,000/- (Rupees Twenty Thousand only) separately payable in the form of Demand Draft from any scheduled commercial Bank in favor of '**Indian Institute of Management Jammu**' payable at Jammu.
- 4.2. The Proposal without EMD would be considered as UNRESPONSIVE and will not be accepted. NSIC / MSME registered Agencies must submit copy of valid NSIC / MSME Registration Certificate for exemption of EMD.
- 4.3. EMD shall be denominated in Indian Rupees only. No interest will be payable to the Agencies on the amount of the EMD.
- 4.4. **Refund of EMD:** The EMD will be refunded without any interest to the unsuccessful Agencies only after finalization of this process.

4. SUBMISSION OF PROPOSAL

- 4.1 The proposal duly signed Authorised Signatory should be submitted in two separate sealed envelopes as described below:



(a) **Envelope 1:** containing Technical Proposal in **Annexure-I** duly completed in all respects along with Demand Draft of Demand Draft of EMD & all relevant documents.

(b) **Envelope 2:** containing the Financial Proposal, as prescribed in the **Annexure-V**.

4.2 Both the Envelopes should be super-scribed in bold letters with the statements:

- 'TECHNICAL PROPOSAL FOR CONDUCTING PRE-PLACEMENT PREPARATORY WORKSHOP / PROGRAMME'.
- 'FINANCIAL PROPOSAL FOR CONDUCTING PRE-PLACEMENT PREPARATORY WORKSHOP / PROGRAMME'.

4.3 Finally, the above-mentioned envelopes should be kept in a single sealed cover/envelop super-scribed in bold letters with the statements - 'PROPOSAL FOR CONDUCTING PRE-PLACEMENT PREPARATORY WORKSHOP / PROGRAMME' and to be submitted at:

Chief Administrative Officer,
Indian Institute of Management Jammu,
Old University Campus, Canal Road,
Jammu- 180016.

4.4 Proposals must reach on or before the closing time and date as indicated in the beginning of this document. Any Proposal received after closing date/time shall not be considered.

4.5 Proposals received by REGISTERED POST/SPEED POST/COURIER/BY HAND (dropped in the Box entitled 'Purchase Section' kept in Admin Office of the Institute) will only be accepted. Proposals received by any other mode like FAX, EMAIL etc will not be accepted. IIM Jammu will not be responsible for any postal delay.

4.6 The Proposal should be clear and without any condition. Conditional Proposals shall be summarily rejected.

4.7 The Agencies should quote their rates in the prescribed format as per **Annexure-V**. All duties, taxes and other levies payable by the vendor shall be included in the total price. Taxes/ GST, if any, should be indicated separately in the Financial Proposal.

4.8 The Agency shall not tamper/modify Financial Proposal Format in any manner. In case, if the same is found to be tempered/modified in any manner, the proposal will be completely rejected and EMD would be forfeited.

4.9 **Proposal Validity:** The Proposals shall remain valid for a period of 90 days from the last date of submission of proposal. In case the Agency withdraws, modifies or change his offer during the validity period, Proposal is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof.

4.10 Any change/corrigendum/extension of closing/ opening dates in respect of this RFP shall be issued through website only and no press notification will be issued in this regard. Agencies are therefore requested to regularly visit IIM Jammu website for updates.

4.11 The Submission of Proposal does not entitle any Agency for automatic grant of award.

4.12 In case the day of opening of proposal 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.

4.13 **List of documents to be submitted with the application (as applicable):** The Proposal and relevant documents should be as per sequence mentioned as below and also mentioned in **Annexure-I**, without which the proposal will be considered incomplete and hence, summarily rejected.

- a) Technical Proposal as per **Annexure-I**.
- b) Acceptance of Terms & Conditions of RFP As per **Annexure-II**
- c) Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.
- d) Copy of GST Registration Certificate.
- e) Details of work experience (**as per Annexure-III**) in support of Experience related eligibility criteria along with PO/WO/Agreement/Experience Certificate/ Performance certificate from the clients.
- f) Self-Declaration about Non Black Listing as per **Annexure-IV**.
- g) All other documents, as required to claim eligibility.

Note: Institute may ask the vendor to submit any other certificate/document as it may deem fit.



5. PROPOSAL OPENING & EVALUATION

- 5.1 The proposals will be opened by a Committee duly constituted for this purpose. The proposals (complete in all respect) received will be opened as mentioned at "RFP Schedule" in presence of Agency's representative if available. Only one representative will be allowed to participate in the Proposal opening and evaluation process.
- 5.2 The proposals received without EMD will be rejected straight way.
- 5.3 **The Technical Proposal** will be opened first and evaluated. **The Financial Proposal** of only those Agencies whose technical Proposal is found to be technically responsive by the Committee will be opened. The Financial Proposals of ineligible Agencies will not be opened.
- 5.4 **Selection of successful Agency:** IIM Jammu will use Cost Evaluation under Combined Quality Cum Cost Based System (CQCCBS), the technical proposals will be allotted weightage of 70% while the financial proposals will be allotted weightages of 30%. Proposals with the lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices. Total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.

Table 1: Technical Evaluation Criteria

S.No.	Parameter	Scoring Protocol
	QUALITY	TOTAL: 100 MARKS
1	Experience (in years)	Marks: 10 <ul style="list-style-type: none"> - 5 or more years of existence and working – 10 Marks - Less than 5 years of existence and working – 0 Marks
2	Experience with IITs/IIMs	Marks: 10 <ul style="list-style-type: none"> - For every two engagement with any of the IITs/IIMs in last 5 years – 1 Marks, thus for 20 or more engagements a full score of 10 marks.
3	Resume Session and One-on-One Feedback	Marks: 10 <ul style="list-style-type: none"> - Resume Session: Yes (04 marks), No (0 Marks) - One-on-one review/feedback session for all students on-campus (06 marks) - One-on-one review/feedback session for all students online (04 marks) - One-on-one review/feedback session for either 1st or 2nd year students on-campus (04 marks) - One-on-one review/feedback session for either 1st or 2nd year students online (3 marks) - No one-on-one review/feedback session (0 Marks)
4	Session on Group Discussions and Mock GDs	Marks: 20 <ul style="list-style-type: none"> - GD Session: Yes (04 marks), No (0 Marks) - Mock GD session with 2 chances for all students – on-campus with a clear indication about the batch size to be less than 15 students (16 marks) - Mock GD session with 2 chances for all students – on-campus with a batch size of more than 15 students or no clarity on batch size (12 marks) - Mock GD session with 2 chances for all students – online (08 marks) - Mock GD session with either 1 session for all or 2 sessions for either 1st or 2nd year students on-campus (08 marks) - Mock GD session with either 1 session for all or 2 sessions for either 1st or 2nd year students online (04 marks) - No Mock GDs (0 Marks)
5	Session on Personal Interviews and Mock PIs (HR/Behavioral and Technical)	Marks: 20 <ul style="list-style-type: none"> - PI Session: Yes (04 marks), No (0 Marks) - Mock PI sessions with 2 HR/Behavioural interviews and 2 technical interviews for 2nd year students and 1



S.No.	Parameter	Scoring Protocol
		HR/Behavioural interview and 1 technical interview for 1 st year students – on-campus (16 marks) <ul style="list-style-type: none"> - Mock PI sessions with at least 1 HR/Behavioural interview on campus for 1st & 2nd year students and remaining HR/technical interviews for all students – online (12 marks) - Mock PI sessions with 2 HR/Behavioural interviews and 2 technical interviews for 2nd year students and 1 HR/Behavioural interview and 1 technical interview for 1st year students – online (08 marks) - Mock PI sessions (HR/Technical) with either 1st or 2nd year students – On-campus/online (08/06 marks) - No Mock PIs (0 Marks)
6	Sector/Role Clarity Sessions	Marks: 20 <ul style="list-style-type: none"> - More than 5 sessions of 1 hour each covering 5 or more sectors – On-campus (20 Marks) - More than 5 sessions of 1 hour each covering 5 or more sectors - Online/Webinars (16 Marks) - 3-5 sessions of 1 hour each covering 3-5 sectors – On-campus/Online/Webinars (12-16 Marks) - More than 5 sessions of 30 minutes duration covering 5 or more sectors – On-campus/Online/Webinars (08-12 Marks) - 1-2 sessions of 1-2 hours covering major sectors – On-campus (4-8 Marks) - No Session (0 Marks)
7	Quality of Experts	Marks: 10 <ul style="list-style-type: none"> - Must have an exhaustive list of experts for all major sectors and most of them currently working at senior positions in reputed companies (10 Marks) - An exhaustive list of experts for all major sectors with most of them having past working experience in reputed companies (8 Marks) - 8-10 experts including the founders/trainers of the service provider; with experts currently working in reputed companies (6 Marks) - 8-10 experts including the founders/trainers of the service provider; with very few experts currently working in reputed companies (4 Marks) - Details not provided or working without the industry experts support (0 Marks)
If critical details would be missing from the proposal, the scores would not be calculated and the candidature would be disqualified.		

The following formula will be used to evaluate the overall ranking of the qualified proposals.

$$\text{Overall Score Out of 100 marks} = \frac{\text{Score of Technical Proposal} \times 70}{\text{Highest Score of Best Technical Proposal}} + \frac{\text{Lowest Financial Proposal} \times 30}{\text{Price of Financial Proposal}}$$

Selection of successful Agency will be based on overall score calculated from the formula. An Example of the same is presented below:

Agency	Score of Technical Proposal	Price of Financial Proposal	Overall Score	Overall Rank
Company A	90	2800	97.86	First
Company B	80	2700	91.11	Third
Company C	80	2600	92.22	Second

5.5 Technical Proposal containing commercial details or Revelation of Prices in any form or by any reason before opening the Financial Proposal shall not be considered.

5.6 The institute reserves the right to seek clarifications or additional information/ documents from any Agency regarding its technical Proposal. 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 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.

- 5.7 The Agencies may depute their authorized representatives to remain present during the Proposal opening process subject to submission of valid authorization letter in the name of the representative to attend the Proposal opening process.
- 5.8 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.
- 5.9 IIM Jammu reserves the right to negotiate the quoted price with the successful Agency to arrive at the fair and reasonable price.
- 5.10 The service provider should be able to execute the on-campus workshop within the 10 days of receiving the work order and should be able to complete the online components and submit the detailed report within 30 days after the on-campus workshop.
- 5.11 In case the successful Agency backing out before actual award or execution of agreement or declines the offer of contract, for whatsoever reason(s), IIM Jammu will have right to forfeit the EMD.
- 5.12 The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.

6. TERMS AND CONDITIONS OF CONTRACT

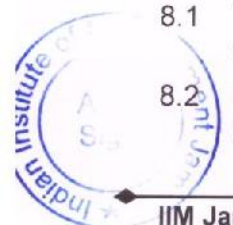
- 6.1 **Period of Contract:** Contract period will be initially for one year. This period may be extended on yearly basis extension on same rate and terms & conditions subject to the satisfactory performance or with some addition/ deletion/ modification for a further period of maximum up to 3 years.
- 6.2 **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.
- 6.3 The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.
- 6.4 The service provider should manage their travel to IIM Jammu campus **on their own**. The lodging and boarding can be provided in the Institute's guest house (based on availability) on payment basis. If any room is not available in the Institute's guest house, the agency shall have to make their own arrangement for lodging and boarding on their own cost.
- 6.5 IIM Jammu reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
- 6.6 In case of any disputes on execution of the work during the period of contract, the decision of the Director, IIM Jammu shall be binding and final, agreeable in full by both the parties. Any legal disputes shall be subject to Jammu jurisdiction.

7. PERFORMANCE SECURITY

- 7.1 The successful Agency is required to furnish 5 % of Total Estimated Contract Value as security deposit. EMD will automatically be converted into performance security and the Agency will be required to furnish balance amount (if any) for performance security in form of Demand Draft from any scheduled commercial Bank in favor of '**Indian Institute of Management Jammu**' payable at **Jammu**, which would be returned after completion of work. No interest will be payable on performance security.
- 7.2 In case of breach of contract, performance security shall be forfeited and the agency shall be blacklisted for such period as decided by the competent authority in addition to termination of the contract.

8. PAYMENTS TERMS

- 8.1 The payment will be done after the successful delivery/completion of the assignment and submission of the invoice.
- 8.2 IIM Jammu 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 Jammu.



- 8.3 The payment under this agreement shall be made on satisfactory completion of job contract services to be certified by Placement Office IIM Jammu, through NEFT/RTGS/IMPS (online transfer). The final payment shall, however, be made only after adjusting all the dues / claims of the IIM JAMMU.
- 8.4 Bill to be made in the name of Indian Institute of Management Jammu.
- 8.5 No advance payment will be made under any circumstances.
- 8.6 TDS/ Income Tax etc. are to be deducted at source from the bills of Contractor as per rule.
- 8.7 GST No, Pan No and account details should be clearly mentioned on the bill.

9. GENERAL TERMS & CONDITIONS

- 9.1 **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, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Agency/ Firm and not involving the Agency/ Firm's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 9.2 Any act or the part of the Agency to influence anybody in IIM Jammu at any stage is liable to rejection of the Proposal or termination of contract.
- 9.3 IIM Jammu reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the RFP Document without assigning any reason thereof. Any enquiry after submission of the proposal will not be entertained.
- 9.4 The decision of Competent Authority, IIM Jammu will be final in all matters relating. Indian Institute of Management Jammu reserves the right to reject any application without assigning any reason.
- 9.5 In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be referred to the Sole Arbitrator to be appointed by the Director, IIM Jammu and the award of the Sole Arbitrator will be binding on both the parties. 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 of Jammu, J&K.



M.ased
25/9/2020
Chief Administrative Officer

Indian Institute of Management Jammu

Name, Signature and Seal of Authorized Signatory of Agency

TECHNICAL PROPOSAL

(To be submitted on the letterhead of the Agency)

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.	Status of the organization Proprietary/Partnership/Pvt. Ltd./Public Ltd. Company	::	
4.	Year of incorporation /constitution of agency	::	
5.	PAN No.	::	
6.	GST No.	::	
7.	Authorized Signatory Details	::	Name: _____ Designation: _____ Mobile No.: _____ Email: _____
8.	Details of Contact Person Other than Authorized Signatory:	::	Name: _____ Designation: _____ Mobile No.: _____ Email: _____
9.	Bank Details	::	Beneficiary Name: _____ Account No: _____ Bank Name: _____ Branch: _____ IFSC Code: _____ MICR No.: _____ Type of Account: (Saving/Current) _____
10.	Total No. of Year of Similar Experience Details of work experience (as per Annexure-III) in support of Experience related eligibility criteria.	::	



11. In the proposal clearly mention the details of the trainers/experts including the industry experts who'll be involved for conducting mock technical interviews.	:: Please provide the details on separate sheet. (please mention the credentials of professional(s) to be assigned to IIM Jammu 1. Qualification 2. Experience
12. Method of Pre-Placement Training delivery, if online, process and Platform to be used for making the program engaging and interactive.	::
13. Whether the Agency faced any litigation with any organization earlier, if yes, kindly furnish the same with name of the organization and brief details of litigation.	::
14. Any other information	::

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 Jammu, if it deems fit.



Signature of authorized signatory

Name:

Seal:

ACCEPTANCE OF TERMS & CONDITIONS OF RFP

(On the letter head of the Agency)

To

Date:

Chief Administrative Officer,
Indian Institute of Management Jammu
Old University Campus, Canal Road
Jammu-180016 (J&K)

Sub: Acceptance of Terms & Conditions of RFP for 'conducting Pre-Placement Preparatory Workshop / Programme' vide RFP' Ref. No: IIMJ/RFP/Pre-Placement-Training/2020-21/07

Dear Sir,

I/We have downloaded / obtained the RFP document(s) for the above mentioned "Work" from the web site(s) namely as per your notice given in the above mentioned website(s).

1. I/We hereby certify that I / we have read the entire terms and conditions of the RFP documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization with this RFP has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the terms and conditions of above mentioned RFP document(s) / corrigendum(s) in its totality / entirely.
4. No employee or direct relation of any employee of IIM Jammu is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Agency / Firm / Company.
5. I/We certify that all information and data furnished and attachments submitted with the application by our Agency / Firm / Company are true & correct.
6. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our Proposal or terminate our contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

Yours Faithfully,

(Signature of the Agency, with Official Seal)



DETAILS OF EXPERIENCE

(To be submitted on the letterhead of the Agency)

Sr. No	Name of the organization/ Institute where goods /services were provided with Name of Contact Person, Contact No. & email id.	Value of the contract in INR	Duration of contract		Total years of experience (YY/MM)	Copy of contract along with the performance report (Yes/No)
			From (DD/MM/YYYY)	To (DD/MM/YY Y)		
1.						
2.						
3.						
4.						
5.						

Note: Agencies are required to provide the information on above format only in reverse chronological order (start from latest/recent most organization to oldest organization) and also attach Copy of contract / performance certificate in same sequence. Agencies may add row / rows in the above format, if No of organizations / Institutions are more or may add additional sheet also.

Signature of Agency

Name: _____

Designation: _____

Organization Name: _____

Contact No.: _____



SELF-DECLARATION ABOUT NON BLACK-LISTING

(To be submitted on the letterhead of the Agency)

To

Date:

Chief Administrative Officer,
Indian Institute of Management Jammu
Old University Campus, Canal Road
Jammu-180016 (J&K)

Subject: Self Declaration About Non Black-Listing for **'conducting Pre-Placement Preparatory Workshop / Programme' vide RFP' Ref. No: IIMJ/RFP/Pre-Placement-Training/2020-21/07**

Sir,

In response to RFP under reference, I/ We hereby declare that presently our firm/ agency/ company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our agency / firm / company is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last five years from the last date of submission of Proposal.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD / Performance Security may be forfeited in full and the proposal if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the Agency)



FINANCIAL PROPOSAL

(To be submitted on the letterhead of the Agency)

**Table-A
(Financial Proposal for On-Line Process)**

Activity	No. of Minutes for each session	Per Student Cost (In Rs.)	Total Cost including all taxes and charges if any (In Rs.)
Resume Building & Review (1:1)	40 Mins		
Mock Interview (1:1)	40 Mins		
Sector / Role Clarity Session (1:1)	30 Mins		
Session on Group Discussion & Mock GD (1:1)	40 Mins		

**Table-B
(Financial Proposal for Off-Line Process)**

Activity	No. of Minutes for each session	Per Student Cost (In Rs.)	Total Cost including all taxes and charges if any (In Rs.)
Resume Building & Review (1:1)	40 Mins		
Mock Interview (1:1)	40 Mins		
Sector / Role Clarity Session (1:1)	30 Mins		
Session on Group Discussion & Mock GD (1:1)	40 Mins		

Note:

Above quoted price should be inclusive all Taxes and Charges.

Place:

(Signature with stamp of the Agency)

Date:

