



भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY GUWAHATI

बंगरा, गुवाहाटी 781 015, भारत
Bongora, Guwahati 781 015, India

Dr. Ferdous Ahmed Barbhuiya
Associate Dean(R&D)

email: snpoffice@iiitg.ac.in

NIT No: IIITG/SnP/2022/219/85

Date: 11.03.2022

(e-Tender Notice)

Notice Inviting Tender (NIT) for Hiring of Professional Counselling Services

The Director, Indian Institute of Information Technology Guwahati, invites online bids (e-Tender) in Two Bid system from eligible bidders for **Hiring of Professional Counselling Services** as per Terms of Reference (TOR) details in the Annexure-III attached herewith. The quotation in two bid is to be submitted via <https://mhrd.euniwizarde.com> on or before 25.03.2022 till 1400 Hrs.

Please note –

Intending bidders may download the NIT document(s) from the website <https://mhrd.euniwizarde.com> directly.

- (i) The NIT is also published in the Institute's Website <http://www.iiitg.ac.in>
- (ii) There is No Tender Fee/Cost of Tender.
- (iii) NIT document is divided into four parts i.e.
 - (1) Instruction to Bidders
 - (2) Eligibility Criteria
 - (3) Terms & Conditions and
 - (4) Annexures
- (iv) The bid documents are not transferable and should be digitally signed by the authorized bidder.

Kindly read both the Instructions and Terms properly and see that instructions and terms are fully understood and complied. No correspondence shall be entertained in case your quotation is rejected on ground of not complying with our instructions, terms and conditions. In case of doubt please contact us before 3 (three) working days of the deadline for submission of online bid at through e-mail only to snpoffice@iiitg.ac.in

1. INSTRUCTION TO BIDDERS

1.1 Important Date & Time:

- (i) Date of NIT publishing : 11.03.2022
- (ii) Bid submission start date : 11.03.2022
- (iii) Document download start date : 11.03.2022
- (iv) Document download end date : 25.03.2022; 1400 Hrs
- (v) Deadline for submission of online bid: 25.03.2022 ; 1400 Hrs
- (vi) Time and date for Technical bid opening : 25.03.2022 ; 1430 Hrs
- (vii) Time and Date for price bid opening : To be notified to the technically responsive bids in due course of time.
- (viii) Pre-Bid Meeting : 16.03.2022; 1000 Hrs to be held online. Meeting link will be notified on the website (www.iiitg.ac.in)

1.2 Quotations will have to be submitted in **Two Bid** [Technical Bid & Financial Bid to be submitted separately].

1.3 NIT documents needs to be downloaded from the website <https://mhrd.euniwizarde.com> only and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in **Point -1.1**.

1.4 Submission of bids: Bids are to be submitted through online to the website <https://mhrd.euniwizarde.com> in two bids, one in Technical bid & the other is Financial bid, before the prescribed date and time using Digital Signature Certificate (DSC). The documents duly digitally signed are to be uploaded.

*[The process of registering on the e-tender Portal, and submitting bid online by the prospective bidders on <https://mhrd.euniwizarde.com> the e-tendering portal is at **Annexure-IV**. More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://mhrd.euniwizarde.com>]*

1.5. Technical Bid (Cover-1): The technical bid should contain scanned PDF copies of the following documents with seal and signature of the authorized official of on all the documents uploaded:-

- (i) Copy(s) of documents supporting Eligibility Criterias (e.g. Turnover, Experience etc.)
- (ii) Compliance certificate as per Annexure-I
- (iii) Bidder's detail as per format at Annexure-II
- (iv) GST Registration Certificate- enclose a copy of the Certificate.
- (v) PAN Detail-Enclose a copy of the PAN.
- (vi) Banker's Detail.

1.6 Financial Bid (Cover-2): The financial bid should contain Bill of Quantities (BOQ) in excel format. The bidder is to quote the rate in the space marked for quoting rate in the BOQ. Only downloaded copy with same file name of BOQ document must be uploaded by the bidder after filling up. A sample copy of the BOQ is at Annexure-V.

1.7 Query, if any, may be made before 3 working days of the deadline for submission of online bid through e-mail only to snpoffice@iiitg.ac.in.

1.8 Evaluation of Process:

- (i) Quality and Cost Based Selection (QCBS) method of Bid Evaluation would be adopted to select the most competent and bidder with the best value solution offering. Under QCBS, the technical proposals will be allotted weightage of 70% while the financial proposals will be allotted weightages of 30%. Details on the evaluation methodology and illustration is explained in the Terms of Reference (TOR) at Annexure-III.
- (ii) Opening of Technical Cover: Technical Documents [Ref. SI. No.: 1.5] will be opened by Quotation Opening Committee using Digital Signature Certificate (DSC). If there is any deficiency/discrepancy in the Documents, the bidder may summarily be rejected.
- (iii) Decrypted (transformed into readable formats) documents of the covers will be downloaded and handed over to the Purchase Committee.

- (iv) During evaluation, the Committee may summon the bidders and seek clarification/information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- (v) Bidders will receive message of technical bid updated online.
- (vi) The Financial offer (BOQ) of the prospective bidder will be considered only if the Technical Bid of the bidder is found qualified by the Purchase Committee.

1.9 Subcontracting: No subcontracting is allowed under any circumstance.

1.10 Award: After completing evaluation of the bids, IIITG shall award the Contract to the selected organization. Services should commence immediately in the week thereafter (week starting from 1st April, 2022).

2 ELIGIBILITY CRITERIA

- 2.7 Registration:** The organization/ company/ firm must be registered in India as required by law and should have minimum 02 years of continuous operation up to the date of publication of this proposal.
- 2.8 Extent of Experience:** The organization/ company/ firm must have experience in providing counselling services to minimum two Institute of National Importance / Centrally Funded Technical Institutes (CFTIs)/Central or State Universities in India during the last 03 (three) years as on NIT submission deadline. Detailed list of Service provided at Institutional level needs to be submitted with supporting documents.
- 2.9 Turnover:** The organization/ company/ firm should have average annual Turn Over of at least 20 Lakhs in the last three financial year.
- 2.10 Letter of Recommendation:** The Company should provide Letter of Recommendation from at least 2(two) Organizations/Institutes, stating the nature of services they have provided. The Organization/Institute should mention that the services provided by the vendor is satisfactory and reasons thereof, if any.

3 TERMS & CONDITIONS

- 3.7 Duration of Service:** The counselling service will be hired initially for a period of one year with effect from 01.04.2022 and is extendible by a maximum of two more years on quarterly/yearly basis at the same rate if the service is found to be satisfactory.
- 3.8 Rates:** Rates quoted for items should be in INR(₹) . Rate should be quoted in BOQ sheet provided in the Cover-2 section of this NIT , failing which the bid shall be disqualified. A copy of the BOQ format is attached as Annexure-V. Incomplete BOQ submitted will lead to rejection of the bid.
- 3.9 Validity of Quotation:** Quoted rates must be valid for 90 days from the last date of submission of quotation.
- 3.10 Earnest Money Deposit:** There is no earnest money deposit for this NIT.
- 3.11 Late Quotation:** Any Quotation uploaded after the deadline for submission of Quotations will be rejected.

3.12 Amendments: At any time prior to the deadline of submission of Quotations, the purchaser, for any reason may modify the NIT documents by amendment.

3.13 Performance Bank Guarantee (PBG): Not applicable.

3.14 The bidder or any of its partners should **not have been blacklisted** by any Govt./Semi Govt./Dept or any other organization in the last three years. Self-declaration in the attached format at **Annexure-VI** to be provided/uploaded.

3.15 Conditional Quotation not acceptable: All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional Quotations shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the bids submitted by bidders will not be binding on IIITG.

3.16 Goods and Service Tax (GST):

- (i) GST Registration number of the firm will have to accompany the quotation
- (ii) GST Deduction at source as per Order/ notification of the Govt.
- (iii) GST No of IIIT Guwahati is 18AAAI7284H1ZF

3.17 Payment: Payment will be made at the end of every quarter i.e. (April-June, July-Sep, Oct-Dec & Jan-Mar) after receiving all documents in prescribed format.

3.18 Enquiry during the course of evaluation not allowed: No enquiry shall be made by the bidder(s) during the course of evaluation of the Bids till final decision is uploaded / published in the e-procurement website. However, the Purchase Committee or its authorized representative (IIIT Guwahati) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.

3.19 The acceptance of the quotation will rest solely with the Director, IIITG, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.

3.20 Evaluation of Service: A Committee set up by the Institute would evaluate the quality of services provided by the organization/ firm/ company periodically over and above their monthly report due to be submitted by the 3rd Day of the following month. Quarterly reports have to be submitted for the same by the service provider.

3.21 Confidentiality of Service: The organization/ firm/ company will have to sign a Confidentially Agreement with the Institute at the time of the award of Contract which will have the following:

- i) The identity of the person(s) availing the counselling services will not be disclosed under any circumstances and the details of the counselling services sought will not be divulged in any public / private forum whatsoever.
- ii) In case of any emergency, the organization/ firm/ company may breach confidentiality [clause i) above] but may report only to designated official as specified by the Institute and/ or its Director.
- iii) Data from services provided/availed **MUST NOT** be used for any other purpose without prior approval from the Competent Authority of IIIT Guwahati.

3.22 Force Majeure: If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- (i) any law, statute or ordinance, order action or regulations of the Government of India,

- (ii) Any kind of natural disaster, and
- (iii) Strikes acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

3.23 Termination for default: Default is said to have occurred -

- (i) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by IIITG.
- (ii) If the supplier fails to perform any other obligation(s) under the contract.
- (iii) Under the above circumstances IIITG may terminate the contract / purchase order in whole or in part.

3.24 Applicable Law:

- (i) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Guwahati or India only.
- (ii) Any dispute arising out of this purchase shall be referred to the Director, IIIT Guwahati, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

Sd/-

(Dr. Ferdous Ahmed Barbhuiya)
Associate Dean (R&D)

4. ANNEXURES

4.1 ANNEXURE -I

COMPLIANCE CERTIFICATE

(A certificate of compliance to NIT term to be enclosed in the Technical bid)

Sl. No	NIT Terms and conditions/ Eligibility Criteria	Supporting document to be provided/uploaded	Yes / No
01	Registration: The organization/ company/ firm must be registered in India as required by law and should have minimum 02 years of continuous operation up to the date of publication of this proposal.	Copy of Certificate of incorporation & registration certificate showing type of firm	
02	Extent of Experience: The organization/ company/ firm must have experience in providing counselling services to minimum two Institute of National Importance/ Centrally Funded Technical Institutes (CFTIs)/Central or State Universities in India during the last 03 (three) years as on NIT submission deadline. Detailed list of Service provided at Institutional level needs to be submitted with supporting documents.	Copy of Work Order/ Contract Document & List	
03	Turnover: The organization/ company/ firm should have average annual Turn Over of at least 20 Lakhs in the last three financial year	CA certified document with name of CA, registration number, signature and stamp to be attached.	
04	Letter of Recommendation: The Company should provide Letter of Recommendation from at least 2(two) Organizations/Institutes, stating the nature of services they have provided. The Organization/Institute should mention that the services provided by the vendor is satisfactory and reasons thereof, if any.	Copy(s) of letter	
05	Bidder's detail as per format at Annexure-II submitted	As per format	
06	Valid GST Registration Certificate	Copy of GST Certificate	
07	PAN Detail	Copy of PAN Card	
08	Payment term agreed	-	
09	Banker's detail provided	Copy of a cancelled Cheque	
10	Applicable law terms agreed	-	
	The bidder or any of its partners should not have been blacklisted by any Govt./Semi Govt./Dept or any other organization in the last three years.	Self-declaration in the attached format, Annexure-VI	
11	All other terms & Conditions agreed	-	

NIT Reference No.: IIITG/SnP/2022/219/85

Signature.....

Bidder : M/s.....

Official seal of the vendor

4.2 ANNEXURE -II

BIDDERS DETAIL

Sl No	Name of the company/Firm	To be filled by vendor (Documentary Proof must be attached as applicable)
1	Registered office Name & Address Details of contact person: Name: Designation: Telephone number: e-mail:	
2	Is the company/firm a registered company/firm? If yes, mention year and place of the establishment of the company and submit documentary proof.	
3	Is the company/firm registered for GST? If yes, submit valid registration certificate.	

NIT Reference No.: IIITG/SnP/2022/219/85

Signature :.....

Bidder : M/s.....

Official seal of the bidder

4.3 ANNEXURE -III

Terms of Reference (ToR)

4.3.1 Background

Indian Institute of Information Technology Guwahati (IIITG) is an institution of National Importance under an Act of Parliament (THE INDIAN INSTITUTES OF INFORMATION TECHNOLOGY (PUBLIC-PRIVATE PARTNERSHIP) ACT, 2017). It offers B.Tech & M.Tech courses in Electronics and Communication Engineering (ECE) and Computer Science Engineering (CSE), and has PhD programmes in ECE, CSE, Mathematics, and Humanities and Social Sciences (HSS). IIITG started operations in August 2013 with B. Tech programmes in CSE and ECE. The first batch of B. Tech students completed their programme in May 2017. PhD programmes were introduced in 2015. M.Tech Programmes were introduced in 2018. The Institute currently has a total strength of 1005 students, 49 faculties and 27 staff. The number of students is expected to increase in each academic year. IIIT Guwahati stands tall for its excellence in Academics and Research with top class faculty, staff and students.

4.3.2 Objectives

The Institute has been providing counselling services for mental and behavioral health through various outsourced partners in the past 3 years and plans to continue the same for the next 3 years accordingly, primarily to students and extendable to faculty, staff of IIITG and their family members for promoting positive mental health and ensuring holistic development of the IIITG community. Hence the Counselling Centre at IIIT Guwahati will be involved in individual consultation, crisis intervention, group counselling, psychiatrist services and outreach primarily to the students of the Institute as well as to members of faculty and staff and their families for their general wellbeing.

4.3.3 Services for Consultant:

A Company/Organization should quote for both On-Campus and Online Service Offerings.

4.3.3.1 Brief scope on On-Campus services

The Institute will outsource the aforesaid Mental and Behavioral Health Services to a company/ organization/firm which is professionally competent to provide counselling services in large multi-cultural academic Institutions of repute such as IIITs. The company/ organization/firm will have to provide counselling services to students of the Institute by deputing Professional Counsellors at IIIT Guwahati Campus. Services may also be availed by members of faculty and staff and family members.

Basic Counselling Services are required for following issues*:

- De-addiction
- Depression
- Trauma
- Relationship stress
- Career stress

- Academic pressure
- Peer relationships
- Anger Management
- Gender Sensitization
- Social Network abuse etc.

*This list is indicative only and not exhaustive.

Specifics of service: The company/ organization/firm has to depute professional counsellor(s) at IIIT Guwahati initially for six hours a week (a session of three hours; twice a week). This is subject to change accordingly as and when stipulated by the Institute and Government regulations pertaining to the dynamic pandemic situation.

Additionally, the company/ organization/firm must also provide ancillary support services on Counselling such as:

- i) Should be able to depute counsellors having **MA/MSc** in psychology with at least three years of experience who are on the payroll. Documentary evidence needs to be provided in terms eligibility, appointment etc.
- ii) Conducting one Orientation Program and three Workshops periodically (average four a year) on above and other focus areas
- iii) Helping in honing soft skills of students etc.
- iv) Back up services in form of tele-counselling/video counselling, service provider must be able to handle fluid situation.
- v) Counsellors have to be conversant in local language for conducting workshops for outsourced workers.
- vi) Any case of counselling which has been flagged in online system should be seamlessly transferable to on campus counselling support for follow-up if there is a need.**

Reports and Time Schedule: The company/ organization/firm will provide detailed monthly report on the counselling service provided. Also, in case of any emergency, the company/ organization/firm will immediately report the cases to the Institute's designated official and/or its Director. Monthly report should be submitted by 3rd of the following month on a regular basis.

Facilities to be provided by the Institute:

The Institute shall provide the following facilities:

1. Counselling room(s)
2. Wi-Fi internet connectivity
3. Projector

Any other requirement should be included and highlighted by the organization/ firm/ company in their Request for Proposal.

4.3.3.2 Brief scope of Online services

The Institute will outsource Mental and Behavioural Health Services relating primarily to students (and extendable to faculty and staff of IIITG and their families) to a company/ organization/firm which is professionally competent to provide online web or app-based 24x7 counselling services in large multi-cultural academic Institutions of repute such as IIITs. The services to be provided include*:

- De-addiction
- Depression
- Trauma
- Relationship stress
- Career stress
- Academic pressure
- Peer relationships
- Anger Management etc.

*This list is indicative only and not exhaustive.

Specifics of Service: Their scope of the service will inclusive of (but not limited to) the following:

-

- a) Facility for providing full time (24 x 7 x 365) counselling support.
- b) Should have dedicated web/mobile application platform where student should be able to get counselling services.
- c) All communication between students and counsellor has to be secure through proper security protocol like SSL
- d) Chat services should be available full time (24x7x365) manned by human counsellor (NOT chatbots).
- e) Introductory/ orientation module suited to the fresh batch joining every year.
- f) Conduct of periodic workshops and seminars for Students, Faculty and Staff as required minimum 3 a year.
- g) The bidder shall also organize various events on occasions like Mental Health Day, International Happiness Day, No Drugs Day and World Suicide Prevention Day in consultation with Authorized personnel of the Institute.
- h) Communication interventions to promote engagement (at least thrice per month).
- i) The organization should have a multi-city network of 100+ experts (who can speak in all major languages of India).
- j) Bidder shall confidentially handle issue based counseling support cases of students, faculty and staff and shall report to the Institute authorities if required.
- k) Report aggregate analytics of usage (by end of each month)
- l) No accommodation will be provided by the institute to the personnel deployed by the
- m) bidder at the institute for rendering service support.

Reports and Time Schedule: The company/ organization/firm will provide detailed monthly report on the counselling service provided. Also, in case of any emergency, the company/ organization/firm will immediately report the cases to the Institute's designated official and/or

its Director. Monthly report should be submitted by 3rd of the following month on a regular basis.

4.3.4 EVALUATION METHODOLOGY:-

Bids will be evaluated as per the Quality and Cost Based Selection (QCBS) method laid down in the General Financial Rules-2017 and the stages will be as follows:-

Stage 1:- CRITERIA FOR PRE-QUALIFICATION:

For the purpose of pre-qualification, applicants will be evaluated in respect to the criterias laid down under point no **2 Eligibility Criteria** above i.e. *Registration, Extent of Service, Turnover & Letter of Reference.*

Stage 2: Marking Scheme for various technical criteria/attributes

Bidders meeting the Eligibility Criteria will be further evaluated following the undermentioned marking scheme for allotting marks for various technical criteria/attributes on the basis of details furnished:-

Sl No	Attributes	Max marks	Marking Scheme
1	Total Years Of Experience	20	02 Years experience=10 marks 03 Years experience =15 Marks 04 years or above > = 20Marks
2	Average Annual Turnover	20	20 Lakhs-50 Lakh = 10 Marks 51 lakhs -99 Lakh = 15 Marks 01 Crore and above = 20 Marks
3	Min. 2 letters of recommendation (LOR)	20	2 LOR= 10 Marks 3 LOR= 15 Marks => 4 LOR=20 Marks
4	Extent of Service as defined in the <i>Point no 2.8 Eligibility Criteria</i>	40	Minimum experience of 1 Year in : 2 Institute= 20 Marks 3 Institute= 30Marks 4 Instutue or Above=40 Marks
Total Marks (Max)		100	

Total 100 Marks

To qualify, the applicant must secure at least **seventy percent (70%)** marks in aggregate.

The IIITG, however, reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.

4.3.5 Illustration on QUALITY COST BASED SYSTEM Methodology

STAGE 1: TECHNICAL BIDS EVALUATION

Bidder details	Technical Mark Obtained
Bidder1	100
Bidder2	90
Bidder3	80
Bidder4	60

*Since the eligible technical score should be 70 & above, bidder 4 is rejected

STAGE 2: FINANCIAL BID EVALUATION

Bidder details	Financial Bid Amount
Bidder1	1,30,000
Bidder2	1,20,000
Bidder3	1,00,000

Stage 3: Conversion of financial bid amount to score

Bidder Details	Financial Bid Amount	Financial Score (LFB/F*100)
Bidder1	1,30,000	$100000/130000*100=76.92$
Bidder2	1,20,000	$100000/120000*100=83.33$
Bidder3	1,00,000	100

LFB = Lowest Financial Bid, **F** = Quoted Amount

Consolidated Technical & Financial Score

Bidder Details	Technical Score	Financial Score
Bidder 1	100	76.92
Bidder 2	90	83.33
Bidder 3	80	100

**Stage 4: Combined Technical and Financial Score
(CTFS)With Weightage 70:30**

Bidder Details	Applying weights for the Technical Score & Financial Score	CTFS	Rank of the Bidder
Bidder1	$100 \times (70/100) + 76.92 \times (30/100)$	93.07 (70+23.7)	L1
Bidder2	$90 \times (70/100) + 83.33 \times (30/100)$	87.99 (63+24.99)	L2
Bidder3	$80 \times (70/100) + 100 \times (30/100)$	86 (56+30)	L3

ANNEXURE -IV

E-Procurement is the complete process of e-Tendering from publishing of tenders online, inviting online bids, evaluation and award of contract using the system. You may keep a watch of the tenders floated under <https://mhrd.euniwizarde.com>

These will invite for online Bids. Bidder Enrolment can be done using "Online Bidder Enrolment".

The instructions given below are meant to assist the bidders in registering on the e-tender Portal, and submitting their bid online on <https://mhrd.euniwizarde.com> the e-tendering portal as per uploaded bid.

More information useful for submitting online bids on may be obtained at: <https://mhrd.euniwizarde.com>

GUIDELINES FOR REGISTRATION:

1. Bidders are required to enroll on the e-Procurement Portal with clicking on the link "**Online Bidder Enrolment**" on the e-tender Portal by paying the Registration fee of Rs.2000/- +Applicable GST.
2. As part of the enrolment process, the bidders will be required to choose a uNITue username and assign a password for their accounts.
3. 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 with the bidders.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile. Or bidders can contact our help desk for getting the DSC.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. 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.
7. The scanned copies of all original documents should be uploaded in pdf format on portal <https://mhrd.euniwizarde.com>
8. After completion of registration payment, bidders need to send their acknowledgement copy on our help desk mail id helpdeskeuniwizarde@gmail.com for activation of your account.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, you can pay the form fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get ready 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 Colour option which helps in reducing size of the scanned document.
4. 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, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” available to them to upload such documents.
5. 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 bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by the Tender Inviting Authority.
3. Bidder has to select the payment option as “e-payment” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. In case of BG bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected.
5. Bidders are requested to note that they should necessarily 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 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.
6. 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.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. 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 uNITue id and date & time of submission of the bid with all other relevant details.
9. 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.

For any clarification in using <https://mhrd.euniwizarde.com>

1. 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.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.

Please feel free to contact euniwizard helpdesk (as given below) for any query related to e-tendering

Phone No. 011-49606060 , +917903269552 (Mr Abhishek Singh)

Mail id: - helpdeskeuniwizarde@gmail.com

Annexure-V

Format of BOQ*

(*This format will be in MS-Excel and is to be downloaded from the E-Procurement website i.e. <https://mhrd.euniwizarde.com> , to be filled and uploaded in the E-procurement website)

Cover-2 (BOQ)		
Tender Inviting Authority: Indian Institute of Information Technology Guwahati		
NIT No: IIITG/SnP/2022/219/85 dt 11.03.2022		
Name of Service: Hiring of Professional Counselling Service		
Name of the Bidder/ Bidding Firm /Company:		
Contact No/Email ID:		
Sl No	Particulars	Cost (in ₹)
1	Total Cost for Providing On-campus & Online Professional Counselling Services for one year. (Including remuneration, Cost of travel, conducting Workshops etc.)	To be filled only in the downloaded version of MS excel file from the e-procurement portal and to be uploaded. This page is for illustration only
Tax/GST amount (in ₹)		
Grand Total in figures:		
Grand Total in Words:		

Note: The BOQ template (MS Excel file) must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.

Annexure-VI

[Self-Declaration that the service provide has not been Black Listed]

(On Company letter head duly signed by authorized signatory)

IS/o.....R/o..... police station
.....DistrictDirector/ Partner/ Sole Proprietor of
(Firm or company) do hereby declare and solemnly affirm:

- i) That the firm has not been blacklisted or declared insolvent by any of the Union or State Government / Organization.
- ii) That none of the individual / firm/ company blacklisted or any partners or shareholder thereof has any connection directly or indirectly with or has any subsistence interest in the deponent business/ firm/ company.
- iii) That neither firm nor any of its partner has been involved / convicted in any criminal case / economic offense nor any criminal case / economic offense is pending against firm or any partner of the firm before any Court of Law / Police.

Signature :.....

Bidder : M/s.....

Official seal of the bidder