

भारतीय प्रबंधन संस्थान जम्मू

Indian Institute of Management Jammu

ओल्ड यूनिवर्सिटी कैंपस, कैनाल रोड, जम्मू (जम्मू-कश्मीर) - 180016 भारत

Old University Campus, Canal Road, Jammu (J&K) - 180016 India

Phone: +91-191-2585837 Email: Info@iimj.ac.in Url: www.iimj.ac.in



NOTICE INVITING TENDER (NIT)
(E-PROCUREMENT MODE)
ENGAGEMENT OF AGENCY
FOR CONDUCTING AUDIT OF PLACEMENT
REPORT 2022-2023 AT IIM JAMMU

NIT Ref No: IIMJ/NIT/Audit-Placement/2023-24/08

Dated: 30.05.2023

Tender Document can be downloaded from following websites:

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

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

<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)

TABLE OF CONTENTS

TENDER SCHEDULE/ BID-DATA SHEET:.....	1
1. BACKGROUND:.....	3
2. SCOPE OF WORK:	3
3. TERMS AND CONDITIONS:	4
4. ELIGIBILITY CRITERIA:	6
5. TENDER FEE & EARNEST MONEY DEPOSIT (EMD):	7
6. SUBMISSION OF BID (INSTRUCTIONS FOR ONLINE BID SUBMISSION):	8
6.1 REGISTRATION:.....	8
6.2 SEARCHING FOR TENDER DOCUMENTS:	8
6.3 PREPARATION OF BIDS:	9
6.4 SUBMISSION OF BIDS (GENERAL INSTRUCTIONS):.....	9
6.5 BID SUBMISSION PROCESS:.....	10
6.5.1 TECHNICAL BID SUBMISSION:.....	10
6.5.2 FINANCIAL BID SUBMISSION:	12
6.5.3 ONLINE BID SUBMISSION:.....	12
6.6 ASSISTANCE TO BIDDERS:.....	14
6.7 GENERAL INSTRUCTIONS TO THE BIDDERS:.....	14
6.8 BID VALIDITY:	14
7. BID OPENING:	15
8. BID EVALUATION:	15
9. AWARD OF CONTRACT:	16
10. PERFORMANCE SECURITY:	17
ANNEXURE-I.....	18
ANNEXURE-II.....	20
ANNEXURE-III.....	22
ANNEXURE-IV	23
ANNEXURE-V	24
ANNEXURE-VI	25
ANNEXURE-VII	26

NOTICE INVITING TENDER (E-Procurement Mode)

ENGAGEMENT OF AGENCY FOR CONDUCTING AUDIT OF THE PLACEMENT REPORT 2022 AT IIM JAMMU.

NIT Ref No: IIMJ/NIT/Audit-Placement/2023-24/08

Dated 30.05.2023.

Indian Institute of Management Jammu, an autonomous body, under the Ministry of Education, Government of India invites tenders for ENGAGEMENT OF AGENCY FOR CONDUCTING AUDIT OF THE PLACEMENT REPORT 2022-2023 at IIM Jammu, under two bid system Technical Bid (Part-I) & Financial Bid (Part-II) Interested Agencies/ Firms meeting the eligibility criteria as per tender document may submit their Bids complete in all respect.

TENDER SCHEDULE/ BID-DATA SHEET:

Date of Issue/Publishing	:-	30.05.2023
Start date and time of submission of Bid	:-	30.05.2023
Last Date and Time for Uploading of Bids	:-	13.06.2023 till 03:00 PM
Date and Time of Opening of Technical Bids (Cover-I)	:-	14.06.2023 @ 3.00 PM
Date of Opening of Financial Bids (Cover-II)	:-	Shall be Communicated after the technical evaluation.
Number of Covers	:-	02 (Two)- Cover-I (Technical Bid) and Cover-II (Financial Bid)
Tender Processing Fee (Non-Refundable) Not Exempted	:-	Rs. 590/- (Rupees Five hundred and Ninety Only) including GST
Performance Security	:-	Rs. 15,000/- (Rupees Ten thousand only) by way of NEFT in the name of Indian Institute of Management JAMMU
Contact detail	:-	Chief Administrative Officer, 0191-2585835, cao@iimj.ac.in , Purchase Department: 0191-2585837, purchase@iimj.ac.in
Bid Validity	:-	90 days from the date of opening of financial bid

Note:

- (i) Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions.
- (ii) The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.
- (iii) In case, the last date of receipt of tenders and / or 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 at same time. No separate intimation will be given.
- (iv) **Those who have already participated in the earlier Tender (IIMJ/NIT/ Audit-Placement/2022-23/09) do not need to pay the Tender Processing fee again. The earlier paid Tender processing Fee shall be considered for this tender document. Bidders can submit the old Tender Processing Fee details in the CPP portal for participation in this tender. EMD is exempted in this Tender. EMD of the earlier paid tender either shall be refunded or shall be converted into performance security.**

****SD/-****

Chief Administrative Officer

1. BACKGROUND:

- 1.1 Indian Institute of Management Jammu, hereinafter known as IIM Jammu 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, IPM Program, Doctoral level programmes and executive training programs in all the functional areas of Management.
- 1.2 IIM Jammu is operating from its temporary campus at the Old University Campus, Canal Road, Jammu, since August 2016.
- 1.3 IIM Jammu is also operating its transit Satellite campus for Executive's Education Programs at Srinagar-190015 J&K.
- 1.4 The 200 acres of state-of-the-art campus is coming up at Jagti, 14 Kms. from Jammu City, about 16 Kms. from Jammu Railway Station and 18 Kms. from Jammu Airport. The proposed Campus will be a blissful mix of modern architecture, culture and heritage of Jammu and Kashmir.
- 1.5 IIM Jammu invites bids from the reputed authorized auditors for our Placement records audited for better visibility & credibility amongst recruiters & students. How can we help students make a well-informed choice, resulting in more realistic expectations when they join this fall. IIM Jammu want to ensure the data is presented in alignment with the Indian Placement Reporting Standard. The Placement Data Audit is an effort to work towards greater transparency in the field of management education and in line with our aim to play an integral role in India's human skill development agenda.

2. SCOPE OF WORK:

- 2.1 The IPRS (Indian Placement Reporting Standards) is a framework that aims at standardization of Placement Reports which makes it more transparent and reliable. The need is felt on account of two factors:
 - (i) Lack of Uniformity of Placement Data renders any data Comparison Infructuous.
 - (ii) Data Validation is a critical component that establishes the accuracy and adequacy of data being used.
 - (iii) Thus, the responsibility of the agency is to validate the information provided in the report with the relevant documentation and comments on the Placement Report's Conformance in accordance with the latest revised edition of the Indian Placement Reporting Standards (IPRS)
- 2.2 **LOCATIONS:** IIM Jammu is having offices at following locations:
 - (i) **Location 1:** Permanent Campus of IIM Jammu at Jagti, Jammu.
 - (ii) **Location 2:** Transit Campus, Old University Campus, Canal Road, Jammu-180016.

3. TERMS AND CONDITIONS:

- 3.1 **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., The contract period can be extendable on pro data base on the students count.
- 3.2 **Sub-Contracting:** The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract if 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**.
- 3.3 **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 the contract will be terminated if service of the vendor is not found satisfactory.
- 3.4 IIM Jammu reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
- 3.5 IIMJ may advise the firm to disengage any of its staff from service, with 24 hours prior intimation, in case the management of IIM Jammu found any negligence on the part of that particular staff.
- 3.6 The firm shall be totally responsible for the conduct of the personnel engaged for the service and the management shall not be responsible for their conduct at any point of time.
- 3.7 In case of any damage/ pilferage caused to the property of IIMJ due to mishandling, carelessness of the firm's personnel, the same shall be recovered from the firm adjusting the amount against their quarterly bill.
- 3.8 The persons deployed shall, during the course of their work, will have access to classified documents, which they are not supposed to divulge to third parties. Any breach of this condition shall make the firm liable for penal action under the applicable laws besides action for breach of contract.
- 3.9 The Management shall provide suitable place for sitting for the deployed persons.
- 3.10 IIMJ shall not be responsible for any financial loss or any injury to any person deployed by the Firm in the course of their performing the functions/duties, or for payment towards any compensation.
- 3.11 The Firm shall provide a suitable substitute well in advance if there is any probability of the person leaving the job due to his/ her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Firm.
- 3.12 **PAYMENTS TERMS:**
 - 3.12.1 The payment will be done after the successful delivery/completion of the assignment and submission of the invoice. 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.
 - 3.12.2 IIM Jammu will normally settle the bill within 30 days from the receipt of the bill. However, for delayed payment, the agency will not charge any penalty or interest to IIM Jammu.

- 3.12.3 Bill to be made in the name of Indian Institute of Management Jammu.
- 3.12.4 No advance payment will be made under any circumstances.
- 3.12.5 TDS/ Income Tax etc. are to be deducted at source from the bills of Contractor as per rule. GST No, Pan No and account details should be clearly mentioned on the bill of Vendor.
- 3.13 **PENALTY CLAUSES:**
- 3.13.1 (i) In case the Firm fails to commence/ execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the tender and reserves the right to impose the penalty as detailed below:
- 3.13.2 2% of cost of order/ agreement per week, up to 2 weeks delay.
- 3.13.3 After 2 weeks delay, IIMJ reserves the right to cancel the contract and withhold the agreement and get this job be carried out from other firm (s) from open market at the competitive rates. The defaulting firm will be blacklisted for a period of 3 years.
- 3.13.4 For any breach of contract, IIMJ shall impose a penalty to the extent of Rs. 10,000/- only on the first occasion upon the firm in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of IIMJ.
- 3.13.5 If the lapse is repeated, the extent of penalty will be doubled on each such occasion.
- 3.14 **Governing Language:** English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.
- 3.15 **Non-disclosure of Contract documents:** Except with the written consent of the Buyer, the Seller/Service provider/other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
- 3.16 **INTERPRETATION:** All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.
- 3.17 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.
- 3.18 **FORCE MAJURE:** 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.
- 3.18.1 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.

- 3.18.2 If a Force Majeure situation arises, the Agency/ Firm shall promptly notify the Institute in writing of such conditions and the cause within 7 days from the date of occurrence thereof. Unless otherwise directed by the Institute in writing, the Agency/ Firm shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 3.18.3 Neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance..
- 3.19 The decision of IIM Jammu in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
- 3.20 With mutual consent between the IIM Jammu and the Contractor, any other point can be included in the agreement at the time of its execution.
- 3.21 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.
- 3.22 **ARBITRATION CLAUSE:** In the event of any dispute or difference(s) between the vendee Institute (IIM Jammu) and the vendor(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to “The Director, IIM Jammu”, who may decide the matter himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act,1996. The decision of the arbitrator shall be final and binding on both the parties.
- 3.22.1 The venue of the arbitration shall be the place from where the order is issued.
- 3.22.2 The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
- 3.22.3 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.

4. ELIGIBILITY CRITERIA:

- 4.1 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.
- 4.2 The Agency should have a PAN Number and GST Registration.
- 4.3 (The bidder must have had an average annual turnover of Rs. 20 lakhs or more in the last three financial years, i.e., FY 2019-20,2020-21 and 2021-22. The agency should also require submitting proof certified by a Chartered accountant.
- 4.4 The bidder must be authorized Audit Firm/Educational partners/ channel partners/ solution provider Firm should have experience of at least 2 years in the field of IPRS Audit. - supporting documents to be submitted
- 4.5 Successfully completed the IPRS Audit before for any IIM/MDI/XLRI/NITIE/XIMB or IIT- B school during last 03 years 2018-19, 19-20, 20-21or

Certification body accredited for certifying educational institutions for ISO 21001 having delivered assessments and certificates.- supporting document to be submitted.

- 4.6 The Agency should have not been debarred / blacklisted / terminated / ceased without completing the entire duration of contract period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions, IIT/ IIM /NIT/ Central University etc. during last two years from the last date of submission of Proposals.

5. TENDER FEE & EARNEST MONEY DEPOSIT (EMD):

- 5.1 The Bidder should submit Tender Fee of **Rs 590/-** (Rupees Five and Ninety only) – Non-Refundable / Not-Exempted in the form of NEFT/RTGS in the name of “Indian Institute of Management Jammu”.

Bank Details of IIM Jammu for NEFT/RTGS:

NAME OF THE ACCOUNT HOLDER: INDIAN INSTITUTE OF MANAGEMENT JAMMU

NAME OF BANK: THE JAMMU & KASHMIR BANK LTD.

BRANCH NAME: E/C GOVT. COLLEGE OF ENGINEERING CANAL ROAD

ADDRESS OF BANK: GCET CANAL ROAD JAMMU

IFSC CODE: JAKA0EGCENG

A/C NUMBER: 1250040500000042

MICR CODE: 180051027

- 5.2 The Technical Bid without Tender Fee would be considered as UNRESPONSIVE and will not be accepted.
- 5.3 The Tender Fee shall be denominated in Indian Rupees only.
- 5.4 **Those who have already participated in the earlier Tender (IIMJ/NIT/ Audit-Placement/2022-23/09) do not need to pay the Tender Processing fee again. The earlier paid Tender processing Fee shall be considered for this tender document. Bidders can submit the old Tender Processing Fee details in the CPP portal for participation in this tender. EMD is exempted in this Tender. EMD of the earlier paid tender either shall be refunded or shall be converted into performance security.**
- 5.5 The public sector companies will not be exempted from submitting Tender Fee until and unless they submit document pertaining to directives of Government of India in this regard of the Tender.

6. SUBMISSION OF BID (INSTRUCTIONS FOR ONLINE BID SUBMISSION):

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Class 3 Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal and submitting their bid online on the e-tendering portal as per uploaded bid. **Prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal (URL:<http://eprocure.gov.in/eprocure/app>).** For more information, bidders may visit the CPP Portal <http://eprocure.gov.in/eprocure/app>. Tender document can also be downloaded from IIM Jammu Website (www.iimj.ac.in)

6.1 REGISTRATION:

6.1.1 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.

6.1.2 The bidders to 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.

6.1.3 Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.

6.1.4 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to Ensure 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.

6.1.5 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

6.2 SEARCHING FOR TENDER DOCUMENTS:

6.2.1 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.

6.2.2 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.

6.2.3 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.

- 6.2.4 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.

6.3 PREPARATION OF BIDS:

- 6.3.1 Bidder should consider any corrigendum published on the tender document before submitting their bids.
- 6.3.2 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 6.3.3 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- 6.3.4 Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 6.3.5 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 / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 6.3.6 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 Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” 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.

6.4 SUBMISSION OF BIDS (GENERAL INSTRUCTIONS):

- 6.4.1 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.
- 6.4.2 The bidder must 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 RGIPT, Jais.
- 6.4.3 Bidder must select the payment option as “e-payment” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 6.4.4 Bidder should prepare the EMD as per the instructions specified in the tender document. The EMD 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 EMD amount in original by the said time, the uploaded bid will be summarily rejected.

- 6.4.5 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 Coloured (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.
- 6.4.6 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.
- 6.4.7 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. 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.
- 6.4.8 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6.4.9 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.
- 6.4.10 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.

6.5 BID SUBMISSION PROCESS:

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 in BOQ format only.

6.5.1 TECHNICAL BID SUBMISSION:

- 6.5.1.1 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 on the top of the Technical Bid, without which the tender will be considered incomplete and hence, summarily rejected.

- 6.5.1.2 **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.**
- 6.5.1.3 **Due date:** The tender has to be submitted online on or before the due date. The offers received after the due date and time will not be considered.
- 6.5.1.4 The Technical Bid should be accompanied by a copy of this Tender Document 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 will not be considered.
- 6.5.1.5 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.
- 6.5.1.6 The bid should be clear and without any condition. Conditional bids shall be summarily rejected.
- 6.5.1.7 IIM Jammu reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.
- 6.5.1.8 IIM Jammu 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 submission of the quotation will not be entertained.
- 6.5.1.9 Any change/corrigendum/extension of closing/ opening dates in respect of this tender shall be issued through e-tender Portal (URL:<http://eprocure.gov.in/eprocure/app>) and IIM Jammu website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit IIM Jammu website for updates.
- 6.5.1.10 Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions.
- 6.5.1.11 The bidder is expected to examine all instructions, Forms, Annexures, Terms & Conditions in the NIT document. Failure to furnish all information required by the NIT document or submission of an NIT not substantially responsive to the NIT document in every respect will be at the bidder's risk and may result in rejection of his bid.

6.5.1.12 No alterations should be made in any of the contents of the bid document by scoring out/removing any pages online/editing the contents of the bid document etc. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms & conditions listed in this part are liable to be rejected.

6.5.2 FINANCIAL BID SUBMISSION:

6.5.2.1 A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidder to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable. The format of Financial Bid is also given at **Annexure-VII** for reference only.

6.5.2.2 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.

6.5.2.3 The financial cover shall contain price bid 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.

6.5.2.4 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.

6.5.2.5 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.

6.5.2.6 The bidders have to quote their rates in Indian Rupees (INR) only.

6.5.2.7 All duties, taxes and other levies payable by the vendor shall be included in the total price. However, GST will be extra paid as actual.

6.5.2.8 GST will be extra as per actual. Bidder is required to quote the rate excluding GST.

6.5.3 ONLINE BID SUBMISSION:

The Online bids (complete in all respect) must be uploaded online in two covers as explained below:

COVER – 1 (TECHNICAL BID)			
All Documents establishing conformity to the Eligibility Criteria (Following documents to be provided as single PDF file)			
Sr. No.	Documents	Content	File Types
1.	Technical Bid	INDEX/ COMPLIANCE SHEET (As per Annexure-I) indicating the page number of each document submitted	.PDF

COVER – 1 (TECHNICAL BID)

All Documents establishing conformity to the Eligibility Criteria
(Following documents to be provided as single PDF file)

Sr. No.	Documents	Content	File Types
2.		Technical Bid As per Annexure - II	.PDF
3.		Proof of Tender Fee.	.PDF
4.		Tender Acceptance Letter as per Annexure-III.	.PDF
5.		Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.	.PDF
6.		Copy of GST Registration Certificate.	.PDF
7.		Copy of Registration Certificate - 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 must be enclosed.	
8.		Proof of Turnover, to claim the eligibility related to Turn Over (CA Certificate)	.PDF
9.		The bidder must be authorized Audit Firm/Educational partners/ channel partners/ solution provider Firm should have experience of at least 2 years in the field of IPRS Audit. - supporting documents to be submitted- Annexure-IV. Detail of Experience as per Annexure-IV. In support of Experience related eligibility criteria.	.PDF
10.		Proof of Experience: must also be attached along with Annexure-IV, in the same sequence. Proof of Experience: Successfully completed the IPRS Audit before for any IIM/MDI/XLRI/NITIE/XIMB or IIT-B school during last 02 years 20-21, 21-22 or Certification body accredited for certifying educational institutions for ISO 21001 having delivered assessments and certificates. supporting document to be submitted	.PDF
11.		MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per Annexure- V.	.PDF
12.		Self-Declaration about Non-Black Listing as per Annexure-VI.	.PDF
13.		Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any.	.PDF
14.		All other documents, as required in terms of the tender, to claim eligibility.	.PDF

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

COVER – 2 FINANCIAL BIDS (PRICE-BID)			
Sr. No.	Types	Content	File Types
1.	Financial Bid	Price Bid in given format BOQ only. (Format is given at Annexure-VII for reference only)	.xls

6.6 ASSISTANCE TO BIDDERS:

- 6.6.1 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.
- 6.6.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

6.7 GENERAL INSTRUCTIONS TO THE BIDDERS:

- 6.7.1 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.
- 6.7.2 Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ eToken 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'.
- 6.7.3 Bidders are advised to follow the instructions provided in the 'Instructions to the Bidders for the eSubmission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure>.

6.8 BID VALIDITY: The bids shall remain valid for a period of 90 days from the date of opening of financial bid. In case the Bidder withdraws, modifies or changes 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.

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.

- 6.9 The Submission of bids does not entitle any Agency for automatic grant of award.
- 6.10 Any enquiry after submission of the proposal will not be entertained.
- 6.11 Canvassing/marketing /offering promotional services etc. in any form whether directly or indirectly in connection with the tender is strictly prohibited and the tenders submitted by the Agency/ Firm / Company who resort to canvassing will be liable for rejection without any further reference.

- 6.12 IIM JAMMU reserves the right to reject all or any tender in whole, or in part, without assigning any reasons thereof.

7. BID OPENING:

- 7.1 The online bids will be opened by a Tender Process Committee duly constituted for this purpose. Online bids (complete in all respect) received along with Tender Fee and EMD (if any) will be opened as mentioned at “Tender Schedule” in presence of bidders representative if available.
- 7.2 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. Only one representative will be allowed to participate in the tender opening.
- 7.3 **Place for opening of Bids:** Indian Institute of Management Jammu, Old University Campus Canal Road, Jammu-180016 (J & K)
- 7.4 **The Technical bid** will be opened first and 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.
- 7.5 In case the last date of receipt of tenders or the day of the 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 at the same time. No separate intimation will be given.

8. BID EVALUATION:

- 8.1 **Selection of successful bidder:** IIM Jammu will use Least Cost System (LCS) i.e., L1 shall be awarded based on the Financial Bid only. After evaluation of bids, the bidder who is technically qualified as well as quotes the lowest rate shall be declared as the successful service provider.
- 8.2 The evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between the partial amount and the total amount, or between word and figures the former will prevail. In addition to the above corrections, the items described in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items.
- 8.3 In case two or more agencies are found to have quoted the same lowest rates, the competent authority, IIM Jammu shall decide about the agency to which the offer shall be granted based on the past credentials/report on the past performance of the firm, and length of experience etc as per the technical bid. The decision of the competent authority, IIM Jammu shall be final.
- 8.4 IIM Jammu reserves the right to negotiate the quoted price with the successful bidder to arrive at the fair and reasonable price.
- 8.5 The IIM Jammu is not bound to award contract at the lowest price 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. All other terms and conditions of the tender shall remain operative even if a counteroffer rate is offered to the bidders.

- 8.6 IIM Jammu reserves the right to award the contract to either one agency or more than one agency as per item-wise L-1 rate quoted by them or by giving the counted offer of the lowest rate quoted in each category of item.
- 8.7 Technical Bid containing commercial details or Revelation of Prices in any form or by any reason before opening the Financial Bid shall not be considered.
- 8.8 Proposal, who do not fulfil any of the above conditions, not in prescribed format, unsigned or are incomplete in any respect or conditional bids are liable for rejection.
- 8.9 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.
- 8.10 Any act on the part of the bidder to influence anybody in the institute is liable to rejection of his bid.
- 8.11 The Bidder has not and will not seek to influence any decisions of IIM Jammu during the evaluation process or engage in any uncompetitive behaviour or other practice which may deny legitimate business opportunities to other Bidders.
- 8.12 IIM Jammu reserve the right to reject any or all responses received in response to the NIT without assigning any reason whatsoever or to cancel the RFP / Tender at any stage, without assigning any reason whatsoever.
- 8.13 IIM Jammu reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof.
- 8.14 The decision of Competent Authority, IIM Jammu will be final in all matters relating.

9. AWARD OF CONTRACT:

- 9.1 The Successful Bidder should accept the offer within 10 days from the date of receipt of "Letter of Offer", failing which the offer will be cancelled.
- 9.2 IIM Jammu reserves the rights to award the contract/work in full or in parts to any Agency and also terminate the contract/work at any stage if the performance of the Agency is found to be Not Satisfactory.
- 9.3 The IIM Jammu is not bound to award contract at the lowest price 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. All other terms and conditions of the tender shall remain operative even if a counter offer rate is offered to the bidders. IIM Jammu reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price. In case of first lowest is more than one, then it would be at the discretion of the IIM Jammu.
- 9.4 It is clearly understood by the parties that no financial liability of any type is created by issuance of work order cum award of contract. The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.

10. PERFORMANCE SECURITY:

- 10.1 The successful bidder is required to deposit Rs. 15000/- as security deposit, through NEFT/ RTGS within 30 days from the date of execution of contract which would be returned on successful completion of the contract, which shall be returned without any interest, after successfully completion of contract including any extension thereon.
- 10.2 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.

****SD/-****

Chief Administrative Officer
Indian Institute of Management Jammu

INDEX/ COMPLIANCE SHEET

(To be submitted on the letterhead of the agency)

Sr. No	Document Name	Compliance (Yes / No)	Page No		Remarks
			From	To	
1.	Technical Bid As per Annexure - II				
2.	Proof of Tender Fee.				
3.	Tender Acceptance Letter as per Annexure-III.				
4.	Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.				
5.	Copy of GST Registration Certificate.				
6.	Copy of Registration Certificate - 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 must be enclosed.				
7.	Proof of Turnover, to claim the eligibility related to Turn Over (CA Certificate)				
8.	The bidder must be authorized Audit Firm/Educational partners/ channel partners/ solution provider Firm should have experience of at least 2 years in the field of IPRS Audit. - supporting documents to be submitted- Annexure-IV. Detail of Experience as per Annexure-IV. In support of Experience related eligibility criteria.				
9.	Proof of Experience: must also be attached along with Annexure-IV , in the same sequence. Proof of Experience: Successfully completed the IPRS Audit before for any IIM/MDI/XLRI/NITIE/XIMB or IIT-B school during last 02 years 20-21, 21-22 or Certification body accredited for certifying educational institutions for ISO 21001 having delivered assessments and certificates. supporting document to be submitted				
10.	MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per Annexure- V.				
11.	Self-Declaration about Non-Black Listing as per Annexure-VI.				

Sr. No	Document Name	Compliance (Yes / No)	Page No		Remarks
			From	To	
12.	Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any.				
13.	All other documents, as required in terms of the tender, to claim eligibility.				

Place:

Date:

(Signature with stamp of the Agency)

TECHNICAL BID

(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.	Status of the organization Proprietary/Partnership/Pvt. Ltd./Public Ltd. Company	::	
4.	Year of empanelment with Comptroller & Auditor General of India.	::	
5.	Authorized Signatory Details	::	Name: _____ Designation: _____ Mobile No: _____ Email: _____
6.	Details of Contact Person Other than Authorized Signatory:	::	Name: _____ Designation: _____ Mobile No: _____ Email: _____
7.	PAN No.	::	
8.	GST No. and Date of Registration under Goods & Service Tax Act.	::	
9.	Proof of experience of at least 2 years in the field of IPRS Audit -supporting documents to be submitted- Annexure- IV	::	

10. Detail of Successfully completed the IPRS Audit before for any IIM/MDI/XLRI/NITIE/XIMB or IIT-B school during last 03 years 2019-20, 20-21, 21-22 or Certification body accredited for certifying educational institutions for ISO 21001 having delivered assessments and certificates. - supporting document to be submitted

11. Annual Business turnover for last three financial years, duly certified by the Chartered Accountant (in Crore) :: FY 2021-22: Rs_____ (in Crore)
FY 2020-21: Rs_____ (in Crore)
FY 2019-20: Rs_____ (in Crore)
Avg Turnover of Last Three Financial Years:
Rs. _____ (in Crore)

12. 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 Jammu, if it deems fit.

Signature of authorized signatory
Name:
Seal:

TENDER ACCEPTANCE LETTER

(On the letter head of the Agency/ Firm)

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 tender for 'ENGAGEMENT OF AGENCY FOR CONDUCTING AUDIT OF THE PLACEMENT REPORT 2022-2023' vide NIT' Ref. No: IIMJ/NIT/Audit-Placement/2023-24/08

Dear Sir,

I/We have downloaded / obtained the tender document(s) for the above mentioned "Tender/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 tender 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 tender has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirely.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. 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.
6. I/We certify that all information and data furnished and attachments submitted with the application by our Agency / Firm / Company are true & correct.
7. 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 bid 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 Bidder, with Official Seal)

DETAILS OF EXPERIENCE

(To be submitted on the letterhead of the bidder)

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 Year of Experience (MM/YY)	Copy of WO/ Contract along with the performance report (Yes/No)
			From (DD/ MM/ YYYY)	To (DD/ MM/ YYYY)		
1.						
2.						
3.						
4.						
5.						
6.						

Note: Bidders 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. Bidders may add row / rows in the above format, if No. of organizations / Institutions are more or may add additional sheet also.

Stamp and Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

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 Jammu
 Jammu

Date: / /

Sub: Authorization for release of payment / dues from Indian Institute of Management Jammu 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 _____

3. 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 Jammu 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.

SELF-DECLARATION ABOUT NON BLACK-LISTING

(To be submitted on the letterhead of the bidder)

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 “**ENGAGEMENT OF AGENCY FOR CONDUCTING AUDIT OF THE PLACEMENT REPORT 2022-2023’ vide NIT’ Ref. No: IIMJ/NIT/Audit-Placement/2023-24/08**”

Sir,

In response to tender 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 bid.

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 tender if any to the extent accepted may be cancelled.

Date:

Yours faithfully,

(Name & signature with stamp of the bidder)

PART-II: FINANCIAL BID (FORMAT)**(To be uploaded online by the bidder in BOQ Excel Sheet)****Name and Address of the Bidder:****Price Details:**

Sr. No	Particulars	Rate per annum (Excluding GST)
1.	Audit Fees for conducting Audit of the Placement Report 2022-2023 of MBA Batch 2021-23	
	Total	

The Consolidated Audit fee should be quoted inclusive of TA/DA/Boarding/Lodging etc. GST shall be paid extra as per actual at the applicable rate.

We hereby agree with all the terms and conditions of the NIT, and we hereby undertake to abide by same.

Place:

Date:

(Signature with stamp of the bidder)

Note:

1. Financial bids to be uploaded Online in the BoQ format as per the instructions in the NIT. No Offline bids shall be entertained.
2. No disclosure of Financial Bids in the Cover-I (Technical Bids). Both Technical and Financial covers are to be separately uploaded as per the instructions in the Tender document
3. This Sheet with rates is not to be filled/ disclosed while signing the entire document as a part of Technical Bid. Disclosure of rates would lead to Rejection of Bids.