

Expression of Interest

Selection of Training and placement Agency for the students of Government Engineering Colleges and Polytechnic colleges of Bihar

EOI no. :T & P /01/12 dated 20th April 2012

Department of Science and Technology,
Technology Bhawan,
Vishweswaraiya Bhawan Campus,
Bailey Road,
Patna – 800015
Ph-0612 2545143,
Placement-dst@bihar.gov.in

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List of Abbreviations

Abbreviation	Description
GOB	Government of Bihar
DST	Department of Science & Technology
TPA	Training & Placement Agency
RFP	Request for Proposal

1 Introduction

1.1 Introduction & Issuer

The Department of Science and Technology, Govt. of Bihar, intends to select Training & placement agency with requisite experience and capabilities in different sectors for 'Training-cum-Placement Assistance' for the students of Government Engineering Colleges and Polytechnic colleges of Bihar and in this regard invites proposals from interested parties. The qualified agency shall be employed for a period of 3 Years subject to the performance and placements offered by the Selected Training Agencies, which shall be monitored annually. It invites offer from reputed firms in sealed envelope clearly labeled as "**Expression of Interest for Selection of AGENCY for Training-cum-Placement Assistance (TPA) for Government Engineering and Polytechnic Colleges of Bihar**".

1.2 Purpose

The purpose of this Expression of Interest is to shortlist reputed Training and placement agency for providing soft skill training and placement services for the students of Government Engineering Colleges and Polytechnic colleges of Bihar who graduate to degree and diploma every academic year regularly. The objective of the document is to provide indicative information on the project and the scope of work of the DST. The detailed scope of work, terms and conditions and parameters for selection of the Training and placement agency organization will be provided in the Request for Proposal for the selection of the State TPA. This will be provided to only those firms shortlisted as per the selection parameters provided in this EOI.

1.3 Price of EOI

The EOI document is available at of cost of Rs. 2000 in form of a Demand Draft from any scheduled bank, payable at Patna in favor of Secretary, State Board of Technical Education Bihar, Patna. The soft copy may be downloaded from the department website: <http://www.dst.bih.nic.in/NoticeBoard> the bidders are required to submit the tender cost in the form of a demand draft of Rs.2000 issued from a scheduled commercial bank along with the bid.

1.4 Critical Information

- 1) Bidder agencies are advised to study this EOI document carefully before submitting their proposals in response to the EOI Notice. Submission of a proposal in response to

this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

- 2) Bidder agencies are requested to attend a pre-proposal conference as per details provided below.

Table 1 – Critical Information regarding Bidding

Sl. No.	Information	Details
1	EOI No. and Datedated 20 th April 2012
2	Last date for submission of written queries for clarifications	3 rd May 2012
3	Date of pre-proposal conference	8 th May 2012
4	Release of response to clarification on http://www.dst.bih.nic.in/NoticeBoard	10 th May 2012
5	Cost of the EOI Document in the form of Demand Draft	Rs. 2000/-
6	Last date (deadline) for submission of Bids	21 st May 2012; 15:00hours
7	Opening of Responses	21 st May 2012 15:30 hours
8	Contact Person for queries	1.Dr. Sribhagwan Singh Director,DST,GOB. 2.Dr.(Mrs.) K.Anima Training & Placement Coordinator Department of Science & Technology Technology Bhawan, Bailey Road Patna Ph-0612 2545143, Placement-dst@bihar.gov.in
9	Addressee and Address at which proposal in response to EOI notice is to be submitted:	Director, Department of Science & Technology Technology Bhawan, Bailey Road Patna Ph-0612 2546532, Placement-dst@bihar.gov.in

2 A brief note on Project

2.1 Background

Training & Placement Cell has been established at the State Govt. level in the Department of Science & Technology, Govt. of Bihar, with a view to assist and prepare the students passing out from all the Engineering Colleges and Polytechnic Institutions of the State for the employment opportunity available. The main role of the Training & Placement Cell will be to help the students choose a career that will offer future challenges, growth and personal satisfaction. The cell works for the adaptability of the students towards the changing needs of the industry and several steps will be taken to train the students to meet these challenges. It will also develop networking efforts with the corporate world to visit the Institutes for employing the students through campus placement.

Other activities of T.P. Cell include; career guidance, career advisory services, communication skills improvement, resume writing advice etc. Plans are also to host all jobs, internship and career information resources on our homepage. It is also planned to bring out with a Resume Book so that the corporate recruiters can have all the information of the students at a single place to speed up the process of job placements and improve success rate in getting the prospective students employed. Further, the plans are also to prepare handouts on career planning issues, job market trends, interviewing, resume writing and other career related topics

3 INDICATIVE SCOPE OF WORK

The scope of Work of the DST provided below is indicative and details will be provided in the RFP.

3.1. SCOPE OF WORK :-

Through this RFP DST (Department of science and technology) seeks a range of services broadly categorized in the area of **soft skill Training and Placement services** for the students of the Engineering colleges and Polytechnic colleges which come under the ambit of DST, Government of Bihar.

3.2. SOFT SKILL TRAINING

Today's competitive global market and changing work environment demand that engineers possess "soft skills" in addition to technical skills, and they must be able to understand project goals and have the ability to accomplish them with available resources. In order to meet the demands of this changing world, DST, Government of Bihar seeks the services of Training agencies / institutions to impart the requisite skills so that students are prepared to take on the challenges twenty-first century technocrats face.

Below are the indicative (not exhaustive) list of required soft skill training areas where the engineering and polytechnic students need a **forty-five contact hours training program** for each batch of students with the emphasis that the objective of the training program is to prepare the students for the industry requirements, to enhance their communication and inter-personal skills and increase the efficiency and effectiveness the meet the probable challenges of dynamic work environments.

3.3. Indicative list of Soft – Skill Training Areas :-

- a) Personality Development
- b) Time & Stress Management
- c) Work Place Etiquettes & Communications Skills
- d) Team Building
- e) Leadership
- f) Mentoring
- g) Managerial/Supervisory Skills
- h) Conflict Management
- i) Interviewing Skills

- j) How to give and take Feedback
- k) Behaviour Management or Interpersonal Skills

3.4. Soft Skill Training Program and distribution of Hours

The desired FOURTY FIVE (45) contact hours training schedule for each batch of students should be well devised and judiciously distributed among the required training areas in order to make it comprehensive and effective so that the abovementioned goals set by DST for the soft skill training of the engineering and polytechnic students are met . E.g.

Training Areas	Hours
A-	
B-	
Total	45 hours

4. PLACEMENT ASSISTANCE

DST seeks to engage placement agencies to provide placement assistance to the students of various discipline (viz. Civil,Electrical,Mechanical,Comp.Sc....) who are in the final/Pre final year/semester of their academic session in the Engineering colleges and Polytechnic colleges which come under the ambit of DST, Government of Bihar.

It is proposed that placement assistance will be provided to students on ongoing basis through the dedicated placement consultants deployed at various engineering colleges helping and assisting students on various placement issues. The placement consultants will be located at the Engineering colleges and will also provide placement services to the polytechnic colleges tagged with the engineering colleges on the basis of their geographical location of their respective region for such purposes.

In addition to above it is also proposed that two placement consultants will be located at the Training & Placement Cell of Department of Science and Technology, Govt. Of Bihar and will be dedicated to the objective of planning , organizing ,coordinating and monitoring of the training & placement initiatives and assistance to be provided among all engineering and polytechnic colleges under the ambit of DST, GOB.

4.1 In campus placement services

- A) For providing campus placement services placement agencies are required to organize job fairs for all engineering and polytechnic Colleges situated in Bihar and to arrange for the participation of all major SME level / national / international companies willing to recruit engineering and polytechnic students.
- B) Placement agencies are also required to provide a list of tie-ups of TIER-1 and TIER-2 companies categorized on the basis of turnover of companies and ensure the participation of a various categories of companies with varying needs of professionals to make the campus placement service as a successful event with maximum participation of companies and maximum recruitments.

4.2 Off-Campus Placement

- A) Updating students of various information related to job-opportunities in various companies viz. List of companies, Contact information, Job requirements etc.
- B) Providing services such as resume writing, Job leads, and salary negotiations etc.

5. Resource Requirements

Note – The Resource requirements for the DST, GOB provided below is indicative in nature. DST retains the right to modify the Resource requirements and the same will be provided in the RFP that will be provided to the shortlisted consultancy organizations

1. **Training services:-** For Providing soft skill training to the final year students of Engineering and polytechnic colleges bidders would be required to provide the appropriate trainer / Team of trainers to cater each batch of students on various skill training areas indicated under the scope of work section and the requirement of number of trainers would be arrived as per the need and the mutual understanding between the DST and the training and placement agency .

2. **Placement Services :-**

Bidders would be required to deploy an appropriate team consisting of members / Consultants which will be at least as per the below mentioned requirements. The placement consultants will be located at the Engineering colleges and will also provide placement services to the polytechnic colleges tagged with the engineering colleges on the basis of their geographical location of their respective region for such purposes.

- a) The team should consist of resources with prior experience in training / placement services
- b) Each member of the team must be a full time employee of the bidder.
- c) The bidders will undertake not to sub-contract any part of this work to third parties.
- d) The team shall be deployed on an exclusive basis; no resource deployed under this Project will work on any other engagement.
- e) The minimum qualifications and experience will be as following
(Requirement of 14 Resources)

Sl. No.	Role	No.	Qualification	Total Work Experience Years	Experience in the domain of Engineering Industry
1	Placement Consultant at Engineering colleges	12	B.TECH / MBA	5	3
2	Placement Consultants at DST Office .	2	B.TECH / MBA	5	3

6. Payment terms and Conditions

It is proposed to enter into a deliverables based payment with the training and placement Agency selected to provide training and placement Services for the Engineering and polytechnic colleges for Department of science and technology, Govt. of Bihar.

It is proposed to enter into a payment term for training services which will be provided in batches of students based on a fixed hourly rate per contact hours of training.

For Placement services each engineering college will require two personnel who will be dedicated to the assigned engineering college and also the polytechnic colleges of the region tagged with the said engineering college and will be paid as per a fixed man-month rate Over and above the recurring expenses related to office administration, stationary, etc. may be asked.

Other than the engineering colleges DST also requires two dedicated personnel proposed to work with the training & Placement Cell of DST, GOB for organizing, coordinating and monitoring the overall placement activities in the entire state and are proposed to be paid a fixed man-month rate.

It is proposed to compensate the placement agencies a fixed sum per placement event organized toward their expenses.

The details regarding the above will be provided in the RFP.

7. Instructions to Bidders

7.1. Completeness of Response

- 1) Bidders are advised to study all instructions, forms, terms, requirements and other information in the EOI documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI document with full

understanding of its implications.

- 2) The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI documents or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of its Proposal.

7.2. Proposal Preparation Costs

- 1) The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by DST to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the bid process. DST will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 2) This EOI does not commit DST to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this bid.
- 3) All materials submitted by the bidder become the property of DST and may be returned completely at its sole discretion.

7.3. Signing of Communication to the DST

All the communication to DST including this EOI and the bid documents shall be signed on each page by the authorized representative of the bidder and authority letter should be attached with the bid.

7.4. Pre-Bid Meeting

- 1) DST shall hold a pre-bid meeting with the prospective bidders on 8th May 2012 at First Floor, Technology Bhawan, Department of Science & Technology, Bihar, Patna.
- 2) All queries to be raised in the pre-bid meeting will relate to the EOI alone and no queries related to Scope of work of the DST, payment terms and mode of selection will be entertained. These issues will be amply clarified at the RFP stage.
- 3) The Pre –Bid Queries for the Expression of Interest for Short listing of Training and placement agency will be submitted in the following format in a excel file

Name of the Training and placement agency

Sl. No.	SN	Page #	Section	Sub Section	Description of Terms/headings	Existing Clause	Deviation/ Recommendations

7.5. Bidder inquiries and DSTs responses

- 1) All enquiries / clarifications from the bidders, related to this EOI, must be directed in writing exclusively to the contact person notified in this EOI document.
- 2) The preferred mode of delivering written questions to the aforementioned contact person would be through mail or email. Telephone calls will not be accepted. In no event will the DST be responsible for ensuring that bidders' inquiries have been received by DST.
- 3) After distribution of the EOI, the contact person notified by DST will begin accepting written questions from the bidders. DST will endeavor to provide a full, complete, accurate, and timely response to all questions. However, DST makes no representation or warranty as to the completeness or accuracy of any neither response, nor does DST undertake to answer all the queries that have been posed by the bidders. The responses to the queries from all bidders will be distributed to all.

7.6. Amendment of EOI Document

- 1) At any time prior to the last date for receipt of bids, DST, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the EOI Document by an amendment.
- 2) The amendment will be published in the DST website www.dst.bih.nic.in
- 3) In order to afford prospective Bidders, reasonable time in which to take the amendment into account in preparing their bids, DST may, at its discretion, extend the last date for the receipt of Bids.
- 4) The bidders are allowed resubmit their bid- if required, after such amendments.

7.7. Supplemental information to the EOI

If DST deems it appropriate to revise any part of this EOI or to issue additional data to clarify an interpretation of provisions of this EOI, it may issue supplements to this EOI. Any such corrigendum shall be deemed to be incorporated by this reference into this EOI.

7.8. DST's right to modify submission deadline

DST may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing a corrigendum published in the DST website www.dst.bih.nic.in in which case all rights and obligations of the project and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

7.9. DST's right to terminate the process

- 1) DST may terminate the EOI process at any time and without assigning any reason. DST makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- 2) This EOI does not constitute an offer by DST. The bidder's participation in this process may result in DST short-listing the bidder to submit a complete technical and financial response to a RFP.

7.10. Submission of Responses

- 1) The bidders should submit their responses in the format given in this document in both printed copies and on a non-rewritable CD as a single file in PDF format media in separate sealed envelopes.
- 2) The CD media must be duly signed using a permanent Pen/Marker and should bear the name of the bidder.
- 3) The hardcopy and softcopy of the Expression of interest should be in a single sealed envelope, clearly marked as "**Expression of Interest for** "Selection of AGENCY for Training-cum-Placement Assistance (TPA) for Government Engineering and Polytechnic Colleges of Bihar.
- 4) The envelope shall indicate the name and address of the bidder to enable the proposal to be returned unopened in case it is declared "late."
- 5) The original proposal shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the bidder itself.
- 6) Any such corrections must be initialed by the person (or persons) who sign(s) the proposals.
- 7) All pages of the proposal must be sequentially numbered and shall be initialed by the Authorized Representative of the bidder.

7.11. Bid Submission Format

The entire proposal shall be strictly as per the format specified in this Expression of Interest and any deviation from the formats shall be rejected.

7.12. Venue and Deadline for submission

1) Proposals must be received at the address specified below by 15:00 hours on 21st May 2012

Director,
Department of Science & Technology
Technology Bhawan,
Vishweswaraiya Bhawan Campus,
Bailey Road, Patna- 8000015
Ph-0612 2545143,
Placement-dst@bihar.gov.in

- 2) Any proposal received by the DST after the above deadline shall be rejected and returned unopened to the Bidder.
- 3) The bids submitted by telex/telegram/ fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- 4) DST shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- 5) DSIT reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

7.13. Documents Comprising the Bid

The bids prepared by the Bidder shall comprise of all the documents as being asked for as in Performa VII in the annexure.

7.14. Short listing Criteria

- 1) DST will shortlist Training and placement agency organizations that meet the Short listing criteria mentioned in the Expression of interest.
- 2) Any attempt by a Bidder to influence the bid evaluation process may result in the rejection of the Bidder's Bid.

7.15. DST Rights to accept / Reject any or all Proposals

DST reserves the right to accept or reject any proposal, and to annul the short listing process and reject all responses at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected bidder or bidders of the grounds for DST's action.

7.16. Formation of Consortium / association with other entities

The bidder for the purpose of this EOI may be any firm or group of firms (called Consortium) offering the services required.

7.17. Evaluation Process

- 1) DST will constitute a Tender Evaluation Committee under the Chairmanship of Principal Secretary DST, Government of Bihar to evaluate the responses of the bidders to the EOI.
- 2) The Tender Evaluation Committee constituted by the DST shall evaluate the responses to the EOI and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence shall be rejected.
- 3) The decision of the Tender Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- 4) The Tender Evaluation Committee may ask for meetings with the Training and placement agency organization to evaluate its suitability for execution of the task for the DST.
- 5) The Tender Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- 6) Each of the bidders need to comply with the short listing / pre-qualification criteria as defined in the EOI to qualify for subsequent submission of proposal to the RFP for selection of the DST.
- 7) Each of the responses shall be evaluated to validate compliance of the bidders according to the following criteria as per format and supporting documents mentioned against each clause

7.18. Pre-Qualification Category Criteria

Table 3 – Prequalification Criteria I

Sl. No.	Criterion	Supporting Documents to be submitted
1	The responding Company/agency should have made a payment of Rs. 2000/- (Rupees Five thousand only) for the EOI document	Proof of payment of Rs. 2000/- DD for Rs. 2000 (if EOI Document is downloaded) must be furnished.
2	The bidder should be a Company registered under the Companies Act, 1956 or Partnership firm registered under the Partnership Act of 1932.	Copy of Certificate of incorporation and Copy of Service Tax Registration Certificate
3	The bidder should not be blacklisted by any Department of Central Government/ State Government	Self Certification by the bidder
4	The bidding company must have prior tie-up with atleast 5 Indian companies and 2 Multi-national companies for placement services.	Proof of Tie-ups to be attached.

All Training and placement agency agencies intending to bid for the task of providing training & placement Services will have to fulfill the above mentioned Pre-Qualification Criteria –I

7.18.1 Pre-Qualification Criteria II

- 1) Pre-Qualification criteria with regard to turnover, manpower, tie-ups with recruiting companies and experience in consulting assignments of the bidders will be considered to ascertain their eligible to bid for as well as take up the work.

7.19. Notification of Shortlisting

- 1) DST shall notify by email all consulting organizations that have been shortlisted. This shall also be published in the DST website.
- 2) Only Shortlisted firms will be issued the Request for Proposal

8. Annexure

8.1. Form I: Covering Letter from the Consulting Agency

[On Company Letterhead]

[Location, Date]

To:
The Director
**Department of Science and Technology,
Technology Bhawan,
Vishweswaraiya Bhawan Campus,
Bailey Road,
Patna – 8000015
Ph-0612 2545143,
Placement-dst@bihar.gov.in**

Dear Sir,

We, the undersigned, offer to provide the training & placement services for the students of Government Engineering Colleges and Polytechnic colleges of Bihar in accordance with your Expression of Interest dated [Insert Date] and our response.

2) Primary and Secondary contacts for our company are:

	Primary Contact	Secondary Contact
Name:		
Title :		
Company Name:		
Address:		
Phone:		
Mobile:		
Fax: E-mail		

- 3) We are hereby submitting our Expression of Interest in both printed format and as a soft copy in a CD. We understand you are not bound to accept any Proposal you receive.
- 4) We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to DST is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.
- 5) We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process or unduly favours our company in the short listing process, we are liable to be dismissed from the selection process or termination of the contract during the project.
- 6) We agree to abide by the conditions set forth in this EOI
- 7) It is hereby confirmed that

I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this, Day of , 2012

(Signature) (In the capacity of)

Duly authorized to sign the EOI Response for and on behalf of: Sincerely,

[Training and placement agency
NAME]

Name Title Signature Date

(Name and Address of Company) Seal/Stamp of the Training and placement agency

CERTIFICATE AS TO AUTHORISED SIGNATORIES

I,, certify that I am
of,and that
..... who has signed the above

Response is authorized to bind the corporation by authority of its governing body. Date
Seal here

8.2 Form II: Bidders Details

Form PQ1: Details of the Organization	
Name	
Nature of the legal status in India	
Nature of business in India	
Date of Incorporation	
Date of Commencement of Business	
Address of the Headquarters	
Address of the Registered Office in India	
Other Relevant Information	

8.3 Form III: Financial information

	FY 2009-10	FY 2010-11	FY 2011-12
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Turnover (in INR Crores)			
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8.4. Form IV: Details on Technical Manpower as on 31st December 2011

Regarding Training and placement agency Assignment, provide details regarding – the name and location of the customer, title of the Training and placement agency engagement.

Sl. No	Type & no. of the Consultant /Key Expert.	Designation	Total Work Experience (years and months)	Qualifications	Skills Sets
1					
2					
3					

8.5 Form V: Details of the Consulting Assignments

Sl. No.	Details of the Assignments	Client	Work order Date	Period of Assignment	Value of Assignment (INR)

8.6 Form VI: Details of the major clients/customers/Recruiters: Proof of Tie-ups /certificate of credential are to be attached

Sl. No.	Name of the Clients	Address	Email @&Phone No.

8.7. Form VII: Checklist of Documents to be submitted

Sl. No.	Criterion	Supporting Documents to be submitted	Provided (Y/N)
1.	Covering Letter	Form I	
2.	Bidders Details	Form II	
3	Financial Information	Form III	
4	The responding Company/agency should have made a payment of Rs.- 2000 (Rupees two thousand only) for the EOI document	Proof of payment of Rs. 2000/ DD (if EOI Document is downloaded) must be furnished.	
5	The bidder should be a Company	Copy of Certificate of incorporation	

	registered under the Companies Act, 1956 or Partnership firm registered under the Partnership Act of 1932	Copy of certificate of Registration as a partnership firm Copy of Service Tax Registration Certificate	
6	The bidder should not be blacklisted by any Department of Central Government/ State Government	Self Certification by the bidder	
7	Meeting minimum average Turnover requirement in Average for 3 years	1. Copy of the audited profit and loss account/ balance sheet/ annual report of 2009-10, 2010-11, 2011-12. 2. Form III	
8	Meeting minimum requirement of Technical/ Consulting manpower strength as on 30 th December 2011	1. Certificate from Head (HR) or company secretary for number of technically qualified professionals employed by the company. 2. Form IV	
9	Nos of completed Assignments in past 3 years 2009-10, 2010-11, 2011-12	1. Copies of Purchase Orders of Consultancy Projects along with Client certificates regarding completion of Projects. 2. Form V	
10	Details of Tie-ups with companies	Form VI	
11	Power of attorney	Power of attorney by the CEO or competent authority or board resolution authorizing the Bidder to sign/execute the proposal as a binding document and also executed all relevant agreements forming part of RFP	