



MDI
GURGAON

Management
Development
Institute

Mehrauli Road, Sukhrali, Gurugram-122007
GP Placement Office

Tender Ref. No.: MDI/GPPO /25-26/PP/G3

Date: 17th October, 2025

TENDER NOTICE

Sub: Invitation of sealed quotations for “Placement Portal”, for MDI Gurgaon.

Management Development Institute Gurgaon (Institute), one of the premier B-Schools of the India, with its campus spread across approximately 33 acres is located at Mehrauli Road, Sukhrali, Gurugram. Management Development Institute (MDI) invites the sealed quotation(s) from the eligible parties for ‘Placement Portal’, at MDI Gurgaon.

The participating agency should read the Tender document carefully before submission of the quotation along with documents at MDI Gurgaon. The bidder is requested to make an Index of the bid documents submitted and submit it in spiral binding.

Tender Schedule: -

Bid System	Two Bid System Financial Bid to be submitted in separate sealed envelope. Rest of the documents along with EMD to be submitted in separate sealed envelope as Technical Bid
Last Date of Bid Submission	03.11.2025, 3:30 PM
Pre-bid meeting & Presentation by the bidder: - Maximum 15 minutes duration only about the "Placement Portals" viz. -Placement Automation Process / Technology / Benefits offered / Data Security.	24.10.2025 / 2:00 PM (Tentative) At MDI Gurgaon Campus
For any correction after Pre-bid meeting, the Addendum will be communicated on or after	On or after 24.10.2025
Bid should be addressed to	Rohan Chitkara Administrative Officer GP Placement Office Room-3, Gurukul Building, Management Development Institute Mehrauli Road, Sukhrali, Gurugram - 122007 (INDIA) -Haryana Ph: 0124-4560667 / 4560000 / 9971758565
EMD	EMD of Rs. 10,000/- (Rupees Ten Thousand Only) through Demand Draft from any scheduled bank in favor of "Management Development Institute Society", payable at Gurugram, Haryana.

The Complete Tender details and any updates on the Tender will be available on the MDI Website at the link: <https://mdi.ac.in/infrastructure/tenders.html>

The envelope containing the Financial Bid / other specified documents, should be super scribed, “Placement Portal”, along with the complete address of the Agency and should be addressed to –

Rohan Chitkara
Administrative Officer
GP Placement Office
Gurukul, Room-no. 3,
Management Development Institute
Mehrauli Road, Sukhrali,
Gurugram - 122007 (INDIA) -Haryana
Ph: 0124-4560667 / 4560000 / 9971758565

The quotation in a Sealed envelope, along with all the documents, enclosures and Annexure, should reach at MDI Gurgaon on or before **03 November, 2025 up to 3:30 p.m**, through speed/registered post/courier or by hand only. Quotations/bids received late or in open envelopes, will not be accepted.

1. Annexure with Quotation:

The envelope super scribed as “Placement Portal”, must contain the following documents:-

a) All the listed documents / Technical bids / Financial bids / EMD etc.

NOTE - Conditional offer(s) with deviations are liable to be rejected at the sole discretion of MDI Gurgaon.

Index

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Section A

1. Eligibility Criteria for the Agency

The participating agency should submit the following documents towards eligibility criteria along with the rate quotation.

- a. Company Dossier
- b. Copy of valid Business Enlistment certificate or Trade License certificate from competent authority. Expired certificate will not be considered.
- c. Copy of PAN, GST, TAN certificate duly certified by the authorized signatory of agency.
- d. Copy of address proof of the registered office.
- e. Proof of identity and address viz. Aadhar Card/ Voter Card/ Passport or any other authenticated document of the bidder issued by the Govt. of India along with his/her photograph.
- f. Copy of Experience certificates/work orders, for similar services rendered.

2. Other Terms and Conditions: -

- 1) The bid shall be submitted under Two-Bid system; Financial Bid to be submitted in separate sealed envelope; Rest of the documents along with EMD to be submitted in separate sealed envelope as Technical Bid duly marked as "Placement Portal". Both the bids (Technical and Financial) separately sealed in envelopes superscribing as Technical Bid and Financial Bid, respectively. **Both the sealed envelopes should be put in a third sealed envelope and should be super scribed as "Tender for Placement Portal"**.
- 2) **The Financial Bid** – should be filled by the participating agency strictly as per the format provided. No overwriting or cutting shall be accepted.
- 3) The agency should accompany necessary proof in respect of the identity and address viz. Aadhar Card/ Voter Card/ Passport or any other authenticated document of the authorized signatory of the agency issued by the Govt. of India along with his/her photograph.
- 4) The vendors 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 vendor from the bid process.
- 5) All documentation is required to be in English.
- 6) Corrections/overwriting is not allowed.
- 7) The agency shall sign in blue or black ink and stamp each page of this Tender

document and other enclosures annexed to it for having read and understood the terms and conditions contained therein and submit the same in original along with the Financial Bid.

- 8) Please ensure that Tender document must be signed and stamped on all pages as a token of acceptance of all the terms and conditions.
- 9) If the documents submitted by the agency are not complete the quotations received shall be rejected. No explanation in this respect will be given. MDI Gurgaon has absolute right to reject all the quotations/bids received without assigning any reasons whatsoever.
- 10) The agency without any protest or demur, shall always keep MDI Gurgaon fully indemnified and shall hold MDI Gurgaon harmless against any claims, liability, proceedings etc. by any party including but not limited to damages, compensation, penalties, taxes or other cost and expenses etc. of whatsoever nature arising out of or in relation to any act or omission/ negligence /mistake/misconduct/breach or default or non-fulfillment of the terms and conditions of the Tender document and subsequent award of work. The agency engaged is bound to take all such necessary precautions for smooth execution of work.
- 11) The rates quoted in the bid, by Agency (including of the successful agency), will be valid for next three financial years starting 2025-26 from the date of issue, of letter of acceptance / Work - Order.
- 12) Validity of the Contract:
The contract shall be valid for a total period of three years from the date of commencement of services. However, the vendor's performance during the year will be evaluated/ assessed on completion of each year by MDI Gurgaon. On satisfactory performance, the contract will be continued for the next year. The rates quoted and accepted shall remain unchanged for a period of three years from the date of receipt of work order / taking over the operational charge.
- 13) Any cost towards boarding / lodging / traveling incurred by selected consulting agency, will have to be borne by agency. MDI Gurgaon will not bear such costs neither make any arrangements in this regard.
- 14) Any quotation received through Email/Fax etc., shall be summarily rejected.
- 15) MDI Gurgaon has the discretion to ask for additional information from the agency, as may be required.
- 16) Any corrigendum/addendum to Tender document will be intimated through MDI Gurgaon Official website:- www.mdi.ac.in .
- 17) MDI reserve the right to accept or reject any or all the quotations/Bids or scrap the Tender process without assigning any reason whatsoever.
- 18) MDI reserves the right to exclude any item/service or increase/decrease the number of items/services, at the time of placing the work-order.
- 19) MDI reserves the right to allot/cancel the quotations/Bid invited as it may consider/deem, fit and proper and to reject the quotations/ financial bids/applications without assigning any reasons at any stage.
- 20) No quotation/Bid will be accepted on email. The quotation/Bid must be submitted in hard copy in a sealed cover, as per prescribed format.

- 21) This tender document is not an offer and is issued with no commitment. Institute reserves the right to withdraw this notice inviting tender and or vary any part thereof at any stage.
- 22) Institute further reserves the right to disqualify any vendor, should it be so necessary at any stage. Institute shall not be bound to accept the lowest tender.
- 23) The tender documents are non-transferable and should be submitted in the exclusive name of the party to whom we will actually provide the Work / Purchase order.
- 24) Sub-contract is not allowed.
- 25) Quotations received with incomplete information is liable for rejection.
- 26) Any quotation received by MDI after the deadline for submission of Bid will be summarily rejected.
- 27) Integrity and obligations during contract period: The successful bidder will be responsible for and obliged to provide all facilities in accordance with the contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract. The agency will be responsible for managing the activities of its personnel and will hold itself responsible for their violation, negligence, misconduct or deficiency in services, if any.
- 28) Non-Disclosure/ Confidentiality: The vendor would have to submit a Non-Disclosure Agreement (In case the bidder is successful) with the Institute for the 'Placement Portal' Data and any other MDI Gurgaon data.
- 29) Successful bidder is Obligated to keep Only MDI Gurgaon branding, in the "Placement Portal" and not its own branding.
- 30) Any dispute/ difference arising out or relating to this Tender: Matters regarding disputes, if any arising under this Tender / contract shall be subject to the exclusive jurisdiction of courts at Gurgaon.
- 31) The bid should be submitted on company letter head and should be submitted duly Signed/Stamped, by the authorized person.
- 32) Tender once submitted shall not be returned to the tenderer in future.
- 33) The Institute reserves the right not to disclose names and rates of successful vendor (s).
- 34) The financial bid shall be valid for at least 180 Days. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
- 35) Institute may, at its discretion, extend the date for submission and/or opening of the bid.
- 36) Only those vendors should quote who can satisfy the scope of work and other requirements of Institute as stated in Section D.
- 37) **Place of Service:** Place of maintenance shall be Management Development Institute Mehrauli Road, Sukhrali, Gurugram - 122007, INDIA. No additional freight or any other charges would be payable towards transportation etc.
- 38) **ACCEPTANCE AND WITHDRAWAL**
The final acceptance of the quotations would entirely vest with MDI, who reserves the right to accept or reject any quotation, without assigning any reason whatsoever. There is no obligation on the part of MDI to communicate in any way with rejected parties. After acceptance of the quotation by MDI, the Bidder shall have no right to withdraw his bid or claim higher price.

3. Rates and Payment: -

- a. The rate quoted may be mentioned both in words and figures and should be valid for next three financial years starting 2025-26. Only quoted rates shall be considered.
- b. Only those vendors should quote who can satisfy the scope of work and other requirements of MDI as in Tender.
- c. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
- d. The Payment will be made as per the rates approved for various services, received through Financial Bid.
- e. The agency will raise invoice after competition of work. The payments will be made after verification of services actually carried out by the agency. No advance payment shall be made.
- f. Payment will be made on quarterly basis, against invoices raised.
- g. In case of award of work, the payment as per actual nos. of students will be made, considering minor change in students' strength, due to withdrawals etc., from the institute.
- h. Total bid price should be inclusive of all taxes and levies, transport, loading, unloading, installation, migration of data etc.

4. Termination of contract:

The institute may, without prejudice to any other remedy, for breach of Term and Conditions, in whole or part, terminate the contract. The contract will be terminated if-

- Vendor fails to provide any or all of the services for which it has been specified in the Tender, or within any extension period thereof if granted by the institute pursuant to conditions of the contract. OR
- In the judgment of the Institute, it is engaged in corrupt or fraudulent practices in competing for or in executing the work. OR
- It fails to follow instructions, guidelines, submission of reports, lists, and data. OR
- It is found to be involved in or associated with any unethical, illegal or unlawful activities including but not limited to data breach, data security, data compliance etc. The contract will be summarily suspended by the Institute without any notice and thereafter the contract may be terminated after giving a show cause notice and considering its reply, if any, received within 10 days of the receipt of the show cause notice. OR
- If performance of the vendor is not satisfactory in executing the project or the intermittent problems come up after commencement of the project, then same will be informed in writing by MDI as warning letter and if inspite of issue of warning letter the performance does not improved to the satisfactorily level as per expectation of MDI within a fortnight then second warning letter will be issued, then Institute reserves the right to terminate the contract prematurely by giving one month notice in writing without assigning any further reason whatsoever. OR
- After the contract comes null and void the amount deemed payable to the vendor (if any) will sine die without any further payment. No further claim from the vendor will be entertained.
- After the contract comes to an end, the vendor will withdraw their service/equipment from Institute premise within a month.
- The contractor will return the documents, assets etc in working condition.
- Decision of competent authority of MDI regarding determining the performance will be final.

5. Format of Price Schedule and related terms:

- Price must be quoted in Indian Rupees. Prices should be quoted as per the enclosed format both in figures and words. The rates offered should be inclusive of all proposed work and comprehensive in nature.
- The charges quoted shall be kept firm throughout the pendency of contract of this work and no price escalation shall be entertained.
- 100% monthly payment shall be released within 30 days on satisfactory receipt of the service(s) and submission of reports.
- Advance payment will not be made under any circumstances.

Format of Price Schedule and related terms:

Payment Terms:

- 100% monthly payment shall be released within 30 days on satisfactory receipt of the service(s) and submission of reports.
- Advance payment will not be made under any circumstances.

6. Bid Security /Earnest Money Deposit (EMD)

- a. The interested bidders may submit the tender document complete in all respects along with **Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only)** in the form of a Demand Draft/Fixed Deposit Receipt from a commercial bank, in favour of "**Management Development Institute Society**", payable at Gurgaon".
- b. Any Tender not accompanied by Bid Security shall be summarily rejected and not considered at all.
- c. Bid Security of unsuccessful bidders will be returned without any interest within 30 days after finalization of tender.
- d. Bid Security of the successful bidder shall be returned, after signing the contract.
- e. Bid Security shall be forfeited if the bidder withdraws his bid during the validity period of Tender.
- f. The Earnest Money shall be forfeited if
 - (i) The Bidder/Tenderer withdraws his Tender during the validity period of Tender (180 days).
 - (ii) The Successful Bidder/Tenderer fails to comply with all the terms and conditions of the Tender Document.

7. Force Majeure:

Force Majeure is herein defined as any cause, which is beyond the control of the selected vendor or the Institute as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as:

Natural phenomena, including but not limited to floods, droughts, earthquakes, epidemics; Acts of any Government, including but not limited to war, declared or undeclared, priorities, quarantines, embargoes; Terrorist attacks, public unrest in work area Restriction, Freight Embargo; provided either party shall within ten (10) days from the occurrence of such a cause notify the other in writing of such causes. The vendor or the Institute shall not be liable for delay in performing his/her obligations resulting from any Force Majeure cause as referred to and/or defined above.

8. Jurisdiction:

The Agency hereto agrees that the competent courts or Tribunals at Gurugram shall have exclusive jurisdiction to settle any or all the disputes which may arise. All disputes arising out of this Tender / Contract, shall be decided in accordance of Laws of India.

For any clarification please contact: Administrative Officer (GP Placement Office), MDI Gurgaon at Ph.0124-4560667/4560000, Email: rohan@mdi.ac.in

Declaration:

I/We do hereby confirm that I/We have the necessary authority and approval to submit this bid for 'Placement Portal', for a period of three years as per the terms & conditions mentioned above and also, hereby, agree and accepts the terms & conditions mentioned in clause **1 to 8** under General Information and Terms and conditions.

(Signature)

(Name of Authorised Signatory)

(Designation of Authorised Signatory)

Company Stamp

Section B

1. Bid Rejection Criteria

- Bids without EMD may be rejected.
- Bids without Profile and declaration on Company's Letterhead would be rejected.
- Bidder not having Average turnover of Rs. 03 Crore during last three financial years.
- The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years. Bidders required to submit CA Certificate or any other relevant certificate indicating the turnover for the last 3 consecutive Financial Years (FY 2022-23, 2023-24, 2024-25)
- Not Submitting Declaration on Non-Judicial Stamp Paper of Rs. 10/- as per format given in Section C.
- Not submitting copy of GST & PAN / TAN, registration certificate.
- If financial bid is submitted along with technical bid and not submitted separately in sealed envelope.
- The bidder should have adequate facilities, manpower and staff for installation, testing, commissioning and for providing services.
- Not having minimum qualification criteria mentioned in clause below.
- Not Submitting, Confidentiality and Non-Disclosure Agreement, on Non-Judicial Stamp Paper of Rs. 100/- as per format given in Section C (In case of successful bidder).

2. Minimum Required Qualification Criteria: -

Following will be the minimum pre-qualification criteria. Each eligible vendor should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

S. No.	Pre-qualification Criteria	Supporting Compliance document
1.	The applicant shall be a firm/ company registered under the Indian Companies Act, 2013 and who have their registered offices in India and (office in National Capital Region of Delhi will be preferred)	Copy of Certificate of incorporation or any other relevant documents, brief company profile with copy of GST & PAN/TAN.
2.	The firm should be in the business of providing similar services since 05 (Five) years as on 31.03.2025 for other Reputed Top-Business Schools, Reputed Institutes, mentioned in the scope of work and item details	Certificate by Company Secretary / CA of the Bidder's Organization or any other relevant documents, as a proof.
3.	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2022-23, 2023-24, 2024-25)	Attach certificate from CA or any other relevant certificate. CA certified document with name of CA registration number, signature and stamp or any other relevant certificate.

4.	The Bidder should have an average turnover of Rupees 03 Crore during the last 3 consecutive Financial Years (FY 2022-23, 2023-24, 2024-25).	CA certified document with name of CA registration number, signature and stamp or any other relevant certificate.
5.	The bidder should have at least One running contracts preferably with Residential University/ Institute with at least 1000 residential students.	Copy of Work Order / Contract along with Completion Certificate.

3. Evaluation Procedure and Selection of Vendor

- Bidders will be deemed Technically qualified, based on Information/documents provided by the Bidder and meeting the scope given in the Tender
- MDI decision will be final for the evaluation of Technical Bids and is binding on all bidders.

Procedure for Evaluation of Responsive Technical Bids and awarding Technical Score:

- Bidders will be technically qualified based on Information/Documents provided and technical Presentation done by the Bidder.
- Only those Technical Bids that are found compliant/suitable after technical evaluation done by MDI will move to next stage of Financial Bid Opening.

Parameters for Technical Evaluation (Documentary proof to be submitted for claiming marks):

S. No.	Description			
1.	Profile of Company & number of years in Business Max Score: 10		2 marks for each year in operation in similar areas	
2.	The bidder should preferably have an office/response centre in Delhi NCR manned with their own qualified support staff/Engineer with their Customer Care Number.		5 marks for office in Delhi NCR	
3.	ISO 9001 Certification		5 Marks for ISO Certification	
4.	No. of running contracts of similar "Placement Portal", at Institutes / Colleges with at least 1000 students. Max Score: 30		10 marks for each contract with any Residential University/ Institute with at least 1000 students. (Subject to maximum of 30 marks)	
5.	Presentation Marks – Max Score: 20		Experience in handling the. "Placement Portals" viz. -Placement Automation Process / Technology / Benefits offered / Data Security.	
6.	Value in INR of Contract of 'Placement Portal' at any Institute/ University Max Score: 30	Value of at least one 'Placement Portal' between Rs. 2 Lakhs & 4 Lakh 05 marks per work order	Value of at least one 'Placement Portal' between Rs. 4 Lakh & 6 Lakh 07 marks per work order	Value of at least one 'Placement Portal' greater than 6 Lakh 10 marks per work order
Total Technical Score: 100				
Points would be given only on the basis of documents submitted as part of technical bids. The Work / Purchase Order and Completion certificate must be attached to score Points in these categories.				

- Minimum Technical Score required for opening of Financial Bid: 60 Points.**

- **MDI decision will be final for the evaluation of Technical Bids and binding on all bidders.**
- **The Financial Bids of only the technically qualified Bidders scoring 60 points and above would be opened.**

4. Procedure for Selecting the bidder: -

The work shall be awarded to the L1 bidder from among the technically qualified bids.

System of award of contract (L1 basis): -

- The vendor who satisfies the qualification criteria as indicated and offering lowest rate (L1) (As per Financial bid format provided in **Section E**) would be selected.
- In exceptional situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.

Section C

Checklist

Please prepare and submit your bid as per the details given below. The documents to S.No. 1 to 14 would be part of Technical bid (sealed in separate envelope earmarked 'Technical Bid'). S.No. 15 would be part of Financial bid (sealed in separate envelope earmarked 'Financial Bid').

S. No.	Document to be Attached	Whether submitted	Mention Page Number
1.	Applicant's expression of interest (Format-1)	Yes → / No →	
2.	Organizational Details (Format-2)	Yes → / No →	
3.	-Company Dossier -Copy of valid Business Enlistment certificate or Trade License certificate from competent authority. Expired certificate will not be considered.	Yes → / No →	
4.	Experience in related fields (Format-3) annexed with Work Order/ Completion	Yes → / No →	
5.	Financial strength of the organization (Format-4) . CA certificate attached.	Yes → / No →	
6.	The tender document signed & stamped in each page.	Yes → / No →	
7.	Copy of GST / PAN No./ TAN No. / Aadhar Card/ Voter Card/ Passport	Yes → / No →	
8.	Affidavit as per format in Affidavit-1	Yes → / No →	
9.	NDA Affidavit as per format in Affidavit-2 (In case the bidder is successful)	Yes → / No →	
10.	Whether agree to the scope of project including the specifications of items given in Section-D	Yes → / No →	
11.	ISO 9001 certificate (Maintenance & System Integration) attached.	Yes → / No →	
12.	Copies of Work Order Attached	Yes → / No →	
13.	Details of manpower to be deployed for Setup / Implementation / Operations (Format-5)	Yes → / No →	
14.	Technical Information / Technical Documents (Format-6)	Yes → / No →	
15.	Financial Bid (Section E) (To be submitted in separate sealed envelope)	Yes → / No →	

The participating agency should read the Tender document carefully before submission of the quotation along with documents at MDI Gurgaon. The bidder is requested to make an Index of the bid documents submitted and submit it in spiral binding.

FORMAT-1

(Applicant's Expression of Interest)

To,

Administrative Officer
GP Placement Office
Gurukul, Room-no. 3,
Management Development Institute
Mehrauli Road, Sukhrali,
Gurugram - 122007 (INDIA) -Haryana
Ph: 0124-4560667 / 4560000 / 9971758565

Sub: Submission of bid for 'Placement Portal' at MDI Gurgaon

Dear Sir,

In response to the **Tender Ref. No.:** MDI/GPPO /25-26/PP/G3 for 'Placement Portal' at MDI Gurgaon (published in <https://mdi.ac.in/infrastructure/tenders.html>), we would like to express our interest to bid for services of 'Placement Portal', at MDI Gurgaon.

As instructed, we are attaching all the documents as per the checklist given in Section C.

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Encl: As above.

Note: This is to be furnished on the letter head of the bidder.

FORMAT – 2

S. No	Particulars required	To be filled by bidder
1.	Organizational Contact Details	
2.	Name of Organization	
3.	Year of establishment (Attach Registration certificate)	
4.	Whether MSME? If MSME provide Udyam number and also attach the MSME registration certificate	
5.	Number of employees	
6.	Main areas of business	
7.	Type of Organization Firm/ Company/ registered under the Indian Companies Act, 2013 (Attach	
8.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous bodies/ IITs & IIMs/Reputed Educational Institutes in India. If yes, details thereof also please, If No, attach Undertaking in regards to not being blacklisted. (Affidavit-1)	
9.	Address of registered office with telephone no. & E-mail	
10.	Address of office - in Delhi NCR	
11.	ISO 9001 Certification (Attach copy of valid Certificate)	Yes/ No
12.	The bidder should furnish attested copies of PAN, TAN and GST Registration Certificate	
13.	Authorized Contact Person Name: Telephone no. E-mail ID	

FORMAT – 3

TO BE PRINTED ON THE LETTER HEAD OF THE CONSULTING AGENCY

Details of Experience for similar work done in last three financial years i.e. 2022-23, 2023-24 and 2024-25

(Please attach proof in support of experience)

Sl. No.	Financial Year	Name of the Organization served along with the name of the responsible person, designation and contact number	Nature of work done	Value of Work Order/ contract completed

Use additional Sheets, if necessary

Signature :.....

Name of the Authorized Signatory

.....

Date:.....

FORMAT – 4

Financial Strength of the Organization

S. No	Financial Year	Whether profitable (Yes/NO)	Annual net profit (In Lakhs of Rs.)	Overall annual turnover (In Lakhs of Rs.)
1	2022-23			
2	2023-24			
3	2024-25			

Note: Please enclose **auditor's certificate** or any other relevant document in support of your claim. To be printed with Sign/Stamp on Letter head of CA Firm, with Registration no.

Format-5

Details of technical and administrative personnel available with the vendor for MDI Gurgaon proposed 'Placement Portal'.

S. No.	Designation	No. of employees in this category	Qualification	Professional Exp.	List the Names

Format-6

Technical Information / Technical Documents to be Submitted by the Bidder.

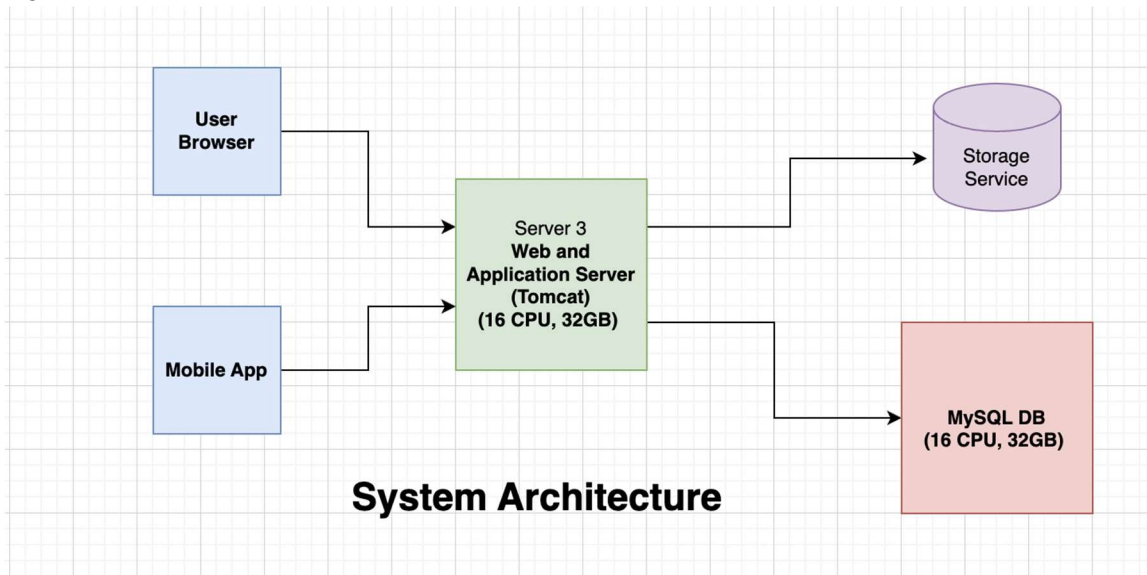
The bidder is requested to share the following addition information: -

1. Data Privacy and Security Standards:

2. Technical and Project Execution Details

Provide System Architecture Map

For Ex.



3. System Deployment: - details of deployment of Application / Database server & which server OS will be used.

4. Backup Plan (BCP)- details:

5. Hardware Configuration

Ex. How many Virtual machines with the what configuration for software deployment are required: for the Application Server and the Database Server. Can the second server be also be used in the Backup plan?

Component	Configuration Required
Processor	
RAM	
Disk Size	

6. Technologies Used

S. No.	Technology	Specifications / Configurations
1	Web Server	
2	Application Server	
3	Database Server	
4	Technologies Used	
5	Browser Support	
6	OS	

7. Execution Plan

Milestone	Timelines
Testing of Placement Portal	

Implementation / Deployment of Placement Portal	
Activation of Placement Portal	
Remarks, if any:-	

8. Tracking of Progress – How will bidder Update on ‘Placement Portal’ development progress tracking.

9. Additional Miscellaneous Information

Software Development

1. How will the bidder develop software – **Onsite or Offshore model?**

2. How will bidder demonstrate progress based on defined milestones to MDI GURGAON?

10. SLAs

1. Software Support Phase (Post Installation)

For all software-related service issues, categorize them into phases / buckets based on severity

Examples of Phase - 1 issues include login issues, system unavailability, etc.

11. Subscription Model with Cloud Infrastructure

Scope of the Cloud Infrastructure Subscription: -

The following things are required under this model

1. The Platforms will be made available on which **Infrastructure?**

note: - It should be accessible via the Web for all the users of the Software.

notes: -

- Necessary Infrastructure is required for both for the simulation runs as well as the complete Placement season.
- Any bugs or issues detected in the “Scope of Work” of the product should be resolved without any additional cost in the current scope.
- Ensure thorough testing of the software and ensures stability before the placement process.
- Updated training material to new users is required.
- Support for queries and clarifications during the simulation runs and usage of the system.
- Post-process investigation of issues upon requests from MDI Gurgaon.

12 **License terms:**

13. **Support**

Best round-the-clock support is required for running the placement process smoothly and successfully, and our clients fully acknowledge. Bidder, has a deep understanding of the placement domain, supporting large number of **placement cycles across various top-notch institutes in India.** Bidder should understand the specific needs of the institutes and recommends the right process for the institute considering the current and future requirements.

Any Comments: -

Affidavit-1

(DECLARATION ON NON-JUDICIAL STAMP PAPER OF RS. 10/-)

I/we _____ Partner(s)/legal Attorney/ Proprietor(s)/ Accredited Representative(s) of M/s _____, solemnly declare that:

1. I/we are submitting tender for ----- against Tender Notice No. _____ dated _____.
2. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true. All documents/credentials submitted along with this tender are genuine, true and valid.
3. My/our bid shall remain valid for a period of 180 days from the last date fixed for the bid submission in accordance with the Bidding Documents and shall be binding upon us and maybe accepted at any time before the expiry of the period.
4. The Price/Financial-Bid submitted by me/us is "WITHOUT ANY CONDITION".
5. If any information or document submitted is found to be false/incorrect, MDI may cancel my/our Tender and can take any action as deemed fit including termination of the contract, for forfeiture of all dues including blacklisting of my/our firm and all partners of the firm etc.
6. I/we also declare that the Government of India or any other Government body/ Autonomous Institute/ IITs / IIMs/ NITs, has not issued any show-cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
7. I/We understand that MDI decision will be final for the evaluation and rejection of Bids.
8. I/We have gone through all terms & conditions of the tender documents before submitting the same and accept the same along with the technical specification and all other conditions mentioned in the documents; including the condition that MDI is not bound to accept the lowest bid.

(Signature of the Tenderer with Seal)

Affidavit-2 (In case the bidder is successful)
(DECLARATION ON NON-JUDICIAL STAMP PAPER OF Rs. 100/-)

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

THIS **CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT** (hereinafter referred to as “the Agreement”) made on the _____ of _____ at Gurugram (hereinafter referred to as “the Effective Date”) by and between _____, a company registered under the Companies Act, 1956 and having its registered office situated at -----, India, (hereinafter referred to as “_____” which expression shall, unless repugnant to the context thereof, mean and include its successors and assigns);

AND

MANAGEMENT DEVELOPMENT INSTITUTE, having its office situated at Mehrauli Road, Sukhrali, Gurgaon – 122007, Haryana, India (hereinafter referred to as “**MDI**”, which expression shall, unless repugnant to the context thereof, mean and include its successors and assigns).

The Party disclosing the Confidential Information is hereinafter referred to as “Disclosing Party” and the Party receiving the Confidential Information is hereinafter referred to as “Recipient”.

WHEREAS:

1. The Parties are exploring the possibility of engaging in mutually beneficial business relationship. The Parties recognize that in the course of their discussion to further the Business Relationship, it will be necessary for each party to disclose to other certain Confidential Information which could be critical and peculiar to their respective businesses (hereinafter referred to as “Purpose”.)
2. _____ and MDI are now desirous of entering into and being bound by the terms of this Agreement prior to disclosing to each other any of their Confidential Information.

NOW, THEREFORE, for and in consideration of the foregoing, of the promises and covenants set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties do hereby agree as follows:

CONFIDENTIAL INFORMATION

For the purposes of this Agreement, the term “Confidential Information” means and includes any and all information disclosed to the Recipient by or on behalf of the Disclosing Party, orally, in writing, or in any other medium, however documented (or not documented) and whether or not it is marked “Confidential”. Confidential Information includes, without limitation, any information, which is not readily available to the public, regarding the Disclosing Party’s actual or proposed businesses; forecasts; historical or projected financial information; know-how, processes, research, concepts, ideas, internal operating procedures; investment and business strategies, business plans; Financial & Human Resources Data, Students Data, MDI Gurgaon other data, Vendor & Customer Data, procedures & processes; uploaded documents in FTP Server; services, products, marketing or manufacturing plans and materials, and sales data; names, addresses, customers, potential customers, vendors; or any other information derived, summarized or extracted from any of the foregoing.

Confidential Information shall not include any information that:

- (a) Is or becomes available to the public other than as a consequence of a breach by the Recipient of any duty of confidentiality;
- (b) Recipient received from a source not bound to the Disclosing Party by obligations of confidentiality; or

- (c) Recipient developed independently without reliance upon the Confidential Information; or
- (d) Was already in the public domain at the time when such information is disclosed by the Disclosing Party to the Recipient; or
- (e) was available to Recipient on a non-confidential basis as shown in written records prior to its disclosure to Recipient by Disclosing Party.

DISCLOSURE AND USE RESTRICTIONS The Recipient shall use reasonable efforts to maintain the confidentiality of the Confidential Information only for the Purpose stated above and not for any other purpose;

The Recipient shall treat and safeguard as private and confidential all the Confidential Information received or held by the Recipient at any time and will not, without the prior written consent of the Disclosing Party, disclose the Confidential Information to any person other than its employees and/ or advisors (*and in case of _____, any affiliate or third party service provider providing back office/IT support*) on a need to know basis and who shall be informed by the Recipient of the confidential nature of the information.

The Recipient shall acknowledge that the Recipient's employees or advisors or representatives, or any person to whom such Confidential Information has been disclosed by the Recipient with the prior approval of the Disclosing Party, shall observe confidentiality obligations prescribed under this Agreement and the Recipient shall be responsible for any breach of this Agreement by any of them;

The Recipient shall not make any copies, reproduce, sell, license, distribute, give away any documents or extracts of documents containing Confidential Information or in any other way duplicate Confidential Information save for fulfilling the Purpose; and

If the Recipient becomes compelled by operation of law to disclose any of the Confidential Information, the Recipient will immediately give written notice of such legal order (if permitted by the applicable law or statutory or court order) to the Disclosing Party and shall fully cooperate with the Disclosing Party to protect confidentiality of such information. In case if in any such event, the Recipient is required to disclose Confidential Information, it shall disclose only that part of the Confidential Information that the Recipient is legally required to disclose, and to use best efforts to obtain an assurance that the Confidential Information disclosed would be treated as confidential.

The Recipient undertakes to the Disclosing Party that:

RETURN OF CONFIDENTIAL INFORMATION

If so requested by the Disclosing Party and subject to the provisions of this Agreement, the Recipient will promptly destroy or cause to be destroyed, or return or cause to be returned to the Disclosing Party, all Confidential Information received from or on behalf of the Disclosing Party, including all copies or duplicates of such Confidential Information, and all summaries, analyses, compilations, studies, notes, memos or other documents which contain or reflect any Confidential Information. The Recipient further agrees to furnish to the Disclosing Party, a written confirmation of a responsible executive officer, Name, Designation of the Recipient that it has fulfilled its obligations under this clause.

i For the avoidance of any doubt, if it is technically impossible to expunge any Confidential Information from the Recipient IT systems where electronic records are automatically backed up to a backup or recovery system in the ordinary course of business, such residual Confidential Information will continue to be subject to the confidentiality obligations set out in this Agreement. Either party may retain a copy of the Confidential Information as required by any law or regulation, their record retention policy, or to defend its work product provided that such Confidential Information is retained in accordance with the terms of confidentiality obligations under this Agreement.

ii **NON-DISCLOSURE OF BUSINESS RELATIONSHIP**

In addition to the understandings set forth herein with respect to the Confidential Information, the Recipient agrees that it will keep strictly confidential and will not, without the prior written permission of the Disclosing Party, disclose to any third party, the existence or any aspect of any ongoing negotiations, discussions or business dealings between the Disclosing Party and the Recipient.

TERM AND TERMINATION

This Agreement shall commence on the effective date. The Receiving Party's right to use the Confidential Information in connection with the Business Purposes shall continue in effect until the period of one-three years (as the case maybe), from the effective date. Notwithstanding the foregoing, the Receiving Party's obligations with respect to the Confidential Information hereunder shall continue in full force for at least 1 year from the termination date and/or effect until further notice from the other Party.

REMEDY

The Recipient understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and, therefore, agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction in India for interlocutory injunctive relief restraining the Recipient from any such further disclosure or misappropriation and for such other relief as the Disclosing Party shall deem appropriate.

It is acknowledged that the Recipient shall be liable to the company for payment of the liquidated damages in the amount Rs. <insert total value of financial bid quote here> /- (_____ Rupees Only) for the breach of any of the clauses contained in this agreement and the Recipient shall pay them to the Disclosing Party without limiting Disclosing Party's right to terminate this agreement for default as provided elsewhere herein.

Such right of the Disclosing Party shall be in addition to Remedies otherwise available to the Disclosing Party at law or in equity.

DISPUTE RESOLUTION AND GOVERNING LAW

This Agreement is governed by, and shall be construed in accordance with the laws of India. Matters regarding any dispute shall be referred for arbitration to any officer appointed by the Director of Management Development Institute Gurgaon, whose decision shall be binding and final. Even after arbitration if any questions, disputes and/or differences arises under and out of, or in connection with the contract, if concluded, shall be referred to the High Court of Haryana or any other court in the District of Gurugram (Haryana).

The seat and venue of the Arbitration shall be Gurugram, Haryana.

During the arbitration, the parties shall continue to fulfil their respective obligations under this agreement, except for such obligations which are the subject matter of the arbitration.

The arbitral award shall be in writing, state the reasons for the award, and be final and binding on the parties concerned.

This agreement shall be governed by the laws of India. In respect of all matters arising out or relating to this agreement, the courts at Haryana, India shall have exclusive jurisdiction.

MISCELLANEOUS PROVISIONS.

No failure, delay or indulgence by the Disclosing Party in exercising any power or right under this Agreement shall operate as a waiver of that power or right nor shall a single or partial exercise of any such power or right preclude further exercise of that power or right or the exercise of any other power or right under this Agreement.

If any part of this Agreement is held by any court of competent jurisdiction to be illegal, void or unenforceable, such determination shall not impair the enforceability of the remaining parts of this Agreement that shall remain in full force.

The Parties hereto agree that no provision of this Agreement shall be deemed as an offer to, or agreement on the conclusion of a definitive contract.

This Agreement constitutes the sole understanding of the parties about this subject matter and may not be amended or modified except in writing signed by each of the parties to the Agreement.

Disclosing Party shall not make any representation or warranty with respect to any Confidential Information disclosed by it, nor shall either Party or any of their respective representatives have any liability hereunder with respect to the accuracy or completeness of any Confidential Information or the use thereof.

IN WITNESS WHEREOF the Parties hereto have hereunto set their hands the day and year first above written.

For Management Development Institute

For -----
Name: -----
Title: -----
Witness:
Name: -----

Name: -----
Title: -----
Witness:
Name:

Section D

Scope for Placement Portal at MDI Gurgaon

1. Subscription Pricing Model for ‘Placement Portal’, solution for MDI Gurgaon

Subscription model should include **Student Profile and Automatic CV generator Module with PPT, Applications, Multi-stage Shortlists and Offer management modules** (Please refer to the detailed functional Scope below.

- **Admin user licenses** are provided as part of the subscription with no additional costs.
- **Cloud hosting and management fees** are included in the subscription.
- **The Customizations should be included in Financial Bid, at not extra costs**
- **One-time implementation costs** should be included in Financial Bid, **at not extra costs**
- **The white labelling cost** to be discounted by 100% and is considered part of the one-time implementation cost.
- **On-Demand Support** is provided as part of the support systems and product subscription.
- **Consulting Best practices** in customized placement workflow process design and digital transformation is included in the onboarding year.
- **Annual Product Updates** for the scope covered in the subscription is supported

2. Key Functional Modules Scope and Outcomes

Placement Workflows Functional Module	Scope and Outcomes
Master Profile with Automatic CV Generator	<ol style="list-style-type: none">1. Supports Master profile creation by students, cv/resume point validation and automatic Resume variant generation and eliminates manual effort in Resume point validation by 100% for the Placecom.2. Supports freezing validated Master Resume points.2. Supports AI powered Resume point generation with context engine.3. Students can create targeted auto validated resumes for every job application.
Placement Event Management	<ol style="list-style-type: none">1. Manage Creation and Publishing PPT events with email and mobile app notifications and documents.2. Supports capturing student attendance using QR Code workflows.3. Supports workflows for Attendance based fine implementation for students missing PPT events.

Application Management	Supports Applications management with Dream Application scenarios and scheduling email notifications and Mobile App notifications.
Shortlisting management	Support Multistage shortlisting with workflows for creating assignments and notifying selected students using email notifications.
Offer Management	Supports single and dream offer policies, offer hold workflows.
Recruiter registration management	Supports end to end recruiter registration management with specific workflows designed for MDI Gurgaon
Mobile App	<ol style="list-style-type: none"> 1. Supports students interface for receiving placement process notifications – PPT events and Job Notifications. 2. Student can apply for jobs using Mobile App for IOS and Android platforms.
System Management Modules	
User Management with user access control module	Supports managing Placement chairperson, Placement office, Placecom, students, Recruiters with customized access as defined by the institute requirement.
Analytics Dashboards	Advanced customized dashboards are provided.
Reports	Advanced customized reports are provided.
User Logs	User action logs can be captured and downloaded.
Multicycle data management	Multiple placement cycles can be accessed and insights can be obtained for the placement office.

3. Scope of Placement Automation System

User Roles in the System

The **Placecom Functional Role “Names”**, can be customized as per the requirements of the Placement Office and Team.

The following user role functionalities are present in the system:

1. Placement office or Admin & Placecom
2. CV Point Verifier
3. Students
4. Recruiters

Key Modules of the Student Profile Module

1. Master Data Management Module
2. Student Registration module
3. Resume Upload module

Master Data Setup, User and Permissions Management

Scenario – User	Features
Setup Master Data – Admin / Placecom	<ol style="list-style-type: none">1. Upload Students2. Edit Student Details3. Upload Batch Group4. Edit Batch Group Details5. Upload, Edit, and Delete Cluster Details6. Upload, Edit, and Delete Cohort Details7. Upload Placement Team8. Assign the Placement Team to the Cycle9. Edit User roles10. Delete a User11. Create Placement Cycle12. Edit Placement Cycle details13. Upload Student Mentor Map14. Delete Student Mentor Map15. Upload Company Placecom Map16. Manage User and Role wise permission access
Invite Students to register with the portal – Admin / Placecom	<ol style="list-style-type: none">1. Send Email Invite to register into the Placement process2. Download report on Registrations
Allow the Admin to define and set the Permission matrix	<ol style="list-style-type: none">1. Allow admin to set permissions2. Backend checks to ensure rules in the permission matrix are checked before every action3. Allowing/Disallowing button on the interfaces based on the permission matrix

Student Profile/CV creation and Management

Scenario - User	Features
SSO	1. SSO with Gmail and MS Outlook emails are supported
Enroll for Placement Cycle - Student	2. Enroll for an active Placement cycle
Upload CV and CV variants - Student	1. Students should be able to upload multiple variants of the CV as per the policy of the Placement Office
Application Counter - Student	<ol style="list-style-type: none"> 1. Students can view insights on Number of companies applied 2. A counter mechanism on Application limits can be customized and activated 3. The scope of the Application counter mechanism will be discussed with MDI and implemented on the platform
Shortlist Counter - Student	1. Student can view insights on Number of Shortlists received

4. Scope of the Placement Events, Application, Multistage Shortlisting Management and Offer Management Modules

Placement Event Management Module

Scenario - User	Features
Add Event - Admin / Placecom	<ol style="list-style-type: none"> 1. Add an option to upload KYC while creating the event 2. Add an option to upload Groups while creating the event 3. Option to schedule the publishing of the event 4. Email communication from the system regarding the event to the students 5. View All Events 6. Filter by Past Events/Upcoming Events 7. Delete Event 8. QR Code attendance capture workflow should be enabled 9. Attendance deficit at a student level should be captured 10. Attendance based fine policy implementation should be enabled and supported

Job Application Management Module

Scenario - User	Features
Add Company Details - Admin / Placecom	Add/Modify/Delete company details
Create Job Application - Admin / Placecom	<ol style="list-style-type: none"> 1. Create a Job application by filling in the following information - Placement Cycle, Batch group, Company details, Job Profile details, Offer details, Additional information 2. Get Job Application Details 3. Edit Job Application 4. Delete Job Application (only admin) –Based on the stage, Placecom can delete it. 5. The job profile should have the following stages - Draft, Submitted, and Published. The mandatory fields at every stage need to be enforced 6. Create/Edit Hiring Workflow 7. An Option to mention if the roles need to be ranked 8. Upload JDs (multiple)
Publish Job Application - Admin / Placecom	<ol style="list-style-type: none"> 1. Publish job application at a specific time in the future after validation
View Job Applications – - Admin / Placecom / Student	<ol style="list-style-type: none"> 1. Students should be able to see all applications but can apply for only those that the student is eligible for 2. Admin should be able to view all applications
Apply to a Job application - Student	<ol style="list-style-type: none"> 1. Students should be able to apply for a job. While applying students can choose a CV Variant, Select Roles and Rank them, and fill up assessment questions requested by the company, submit case assessment, HR Questionnaire 2. Eligibility should be checked before allowing the student to apply for a given job 3. Students should be able to select different CVs for different roles 4. Ranking of roles while applying
Withdraw an application - Student	<ol style="list-style-type: none"> 1. Students should be allowed to withdraw a job application and apply within the application timeline
Download applicant details - Admin / Placecom	<ol style="list-style-type: none"> 1. Admin should be able to download applicants of a given job application 2. The download should be available in Excel, individual cv dump, merged cv dump
Publish Shortlist - Admin / Placecom	<ol style="list-style-type: none"> 1. Admin should be able to publish a shortlist for a given job application

Email Triggers

Scenario - User	Features
Email on change of details in Job application - Admin / Placecom	An email should be triggered to the batch - <ol style="list-style-type: none"> 1. Date and Time of Event 2. Compensation, Location, Cohort, Job Description, Eligibility Criteria of a Job profile.
Notify Students of the release of the shortlist - Admin / Placecom	On the release of the shortlist (Email Notifications) are triggered - <ol style="list-style-type: none"> a. Shortlisted email to shortlisted candidates b. Shortlist for job profile published to other candidates (non-shortlisted students from the applicant list)
Automatic Reminders for the students - Admin / Placecom	Reminders for job application deadline: <ol style="list-style-type: none"> a. Before 12 hours of the job application deadline. b. Before 2 hours of job application deadline
Mute Notifications - Admin / Placecom	<ol style="list-style-type: none"> 3. There should be an option to Mute Communications for every event and job profile created. 4. The option to mute and unmute will only be with the Admin. No communications can be sent until communications are unmuted again.
Manual Emails - Admin / Placecom	<ol style="list-style-type: none"> 5. Trigger email manually to a select group of students

Recruiter Management Modules

Scenario - User	Features
Recruiter Registration	<ol style="list-style-type: none"> 1. Recruiters can register on the Placement portal 2. Placement office can register the recruiter on their behalf 3. Recruiter login credentials can be generated using their email and a login password is generated by the system

Create Job Postings	<ol style="list-style-type: none"> 1. Recruiter can create/edit/view/delete a Job Posting 2. The Placement office or Placecom can publish the job posting upon review
View Applications	<ol style="list-style-type: none"> 1. Recruiter can view the list of job applicants 2. Recruiter can download specific details of the applicants such as Resume
Create Shortlists	<ol style="list-style-type: none"> 1. Recruiter can update the shortlist information (View/Reject/Shortlist) 2. Placement office can validate the shortlist and publish
Offers	<ol style="list-style-type: none"> 3. Recruiters can update the Final Offers

Offer Management

Scenario - User	Features
Upload Offers- Admin / Placecom	<ol style="list-style-type: none"> 1. Admin should be able to upload a List of students (who are offered) and their respective companies and roles in the system 2. Recruiters can update the offer details at a student level
Making an offer from an application - Admin / Placecom	<ol style="list-style-type: none"> 1. Custom Offer workflows are designed in Module as per the institute requirement
View Offer Details - Student	<ol style="list-style-type: none"> 1. Students should be able to view Offer Details

Analytics Dashboards

Scenario - User	Features
Placement Analytics Dashboards	<ol style="list-style-type: none"> 1. Specific Process Analytics Dashboards based on the scope for Student CV stats, PPT events, Application and Shortlist management and offers will be deployed

Data Reports

Scenario - User	Features
Data Reports	<ol style="list-style-type: none"> 1. Custom Placement Process Reports can be made available as downloadable in Excel Format

	2. The Scope of the Reports formats should be provided by the Placement Office at the time of Product Onboarding
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5. Student Job Application Counter Features

Application Counter Explanation:

The *Application Counter* is used to limit the number of job applications a student can apply for, aligning with the Placement Policy of the Business School. This limit can be defined in two ways:

Placement Day/Cluster-wise Counter Each placement day or cluster can have its own cap on the number of job applications a student can submit. You can create multiple placement days or clusters, each with a specified application limit.

Example:

Day 1: 20 applications allowed

Day 2: 30 applications allowed

If a student applies to 20 jobs on Day 1, they cannot apply to any more jobs on that day. However, they can still apply to jobs on Day 2, up to the Day 2 limit.

Total Application Counter This sets the maximum number of applications a student can submit across all placement days/clusters combined.

Example:

Day 1: 20 applications

Day 2: 30 applications

Total allowed: 35 applications

If a student applies to 10 jobs on Day 1 and 25 jobs on Day 2 (totaling 35), they will not be allowed to apply for any more jobs, even if they haven't reached the individual day-wise limits.

Important: -

Implementing the Application Counter Policy: When posting a job, it is mandatory to specify the relevant placement day or cluster. This ensures that the system accurately tracks and deducts the application count from the appropriate counter(s).

In the System Setup, under the Master Data section, navigate to the Application Counters page. Select the relevant placement cycle, then click on the "Add New" button to set the number of applications students are allowed to submit per placement day. Once done, click the "Submit" button to save the changes.

Click the "Reset" button to clear the data that has already been entered.

6. Support Assumptions and Channels

Following the assumptions for support during the project development period and for the first-time production usage

- The support is limited to the Existing System Design Architecture, Network Architecture, Infrastructure, and functionalities only.
- Biweekly sync meetings are scheduled during the onboarding phase.
- Support activities are conducted between 9:30 AM and 5:30 PM IST on working days.
- On-demand support is provided during onboarding and active placements days.
- Support is provided via email, dedicated WhatsApp groups for Placecom and the Placement office, conference calls and client location visits (for the first onboarding cycle).

Section E

Tender Ref. No.: MDI/GPPO /25-26/PP/G3

**FINANCIAL BID: - “Placement Portal”, for MDI Gurgaon
TO BE PRINTED ON THE LETTER HEAD OF THE AGENCY**

Name of the Agency/ Bidder: _____

Sl. No.	Rate Slabs – Rate to be Quoted, Per student / Per year	Charges per student per year exclusive of GST (as per Scope of Tender) (Rs.)	Applicable GST [GST Rate & Amount Separately]	Charges per student per year including GST (Rs.)	Total Cost including GST (In figures) (Rs.)	Total Cost including GST (In words) (Rs.)	Remarks, if any
1.	500 – 600 student Users						
2.	601 - 1200 student Users						
3.	1201 - 1300 student Users						
4.	1301 - 1400 student Users						
5.	1401 - 1500 student Users						
6.	1501 - 1600 student Users						

NOTE: - In case of award of work, the payment as per actual nos. of students will be made, considering minor change, in student’s strength, due to withdrawals etc., from the Institute. Payment will be made on quarterly basis, against invoices raised.

Signature

.....

Name of the Authorized Signatory

.....

Date:.....

Place:..... Official Stamp

(Enclosed is signed and stamp page of Tender document in original along with the Financial Bid.)

Assumptions / payment schedules & terms – Financial Bid

The quoted rates will include all the following costs, to be borne by successful bidder: -

- Implementation Cost – Platform setup
- White Labelling Cost – A white-labelled platform is a ready-made product developed by one company but rebranded and customized by another to reflect their own logo, colors, and branding
- Customization Cost – Placement policy implementation
- Admin/Student License Cost
- Server Cost
- SSO Integration / Third-Party Integration Cost - provided it is technically feasible within the platform.

Pricing Assumptions: -

1. The charges do not include any additional features to the product outside the Scope of Work covered in Section-D.
2. The charges do not include any additional costs for hardware.
3. The charges applicable taxes, such as GST as announced by GOI from time to time.
4. The above charges do not include Air Travel and Accommodation charges by bidder-team for their visit to MDI Gurgaon.
5. Any cost towards boarding / lodging / traveling incurred by selected consulting agency, will have to be borne by agency. MDI Gurgaon will not bear such costs neither make any arrangements in this regard.

Payment Schedule & Terms

- ❖ Selected consulting agency will raise the Invoice after every quarter.
- ❖ However, Initial payment will be released Only after the complete implementation of 'Placement Portal'.
- ❖ No advance payment shall be made.
- ❖ For details refer 'Rates and Payment' clauses, under Other Terms and Conditions.