

भारतीय प्रबंध संस्थान इंदौर

INDIAN INSTITUTE OF MANAGEMENT INDORE

PRABANDH SHIKHAR, RAU-PITHAMPUR ROAD, INDORE – 453 556
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Enquiry No: IIMI/2015-16/25

Date: November 04, 2015



सिद्धिमूलं प्रबन्धनम्
भा. प्र. सं. इन्दौर
IIM INDORE

REQUEST FOR TECHNICAL AND FINANCIAL PROPOSAL (RTFP) FOR THE COMPUTER BASED APTITUDE TEST (AT)

Indian Institute of Management Indore (IIM Indore) invites RTFP in two bids systems for the following item:

Brief Details of RTFP:

Item Description	Tender Fee (Rs.)	EMD Amount (Rs.)
Request for Technical and Financial Proposal for the Computer based Aptitude Test (AT)	5000/-	5,00,000/-

Critical Dates of RTFP:

S.No.	Particulars	Date	Time
01	Last date & time for submission of RTFP	17-11-15	1600 Hrs.
02	Date & time of opening of RTFP	17-11-15	1630 Hrs.

सत्यनाथन
4/11/15
Stores & Purchase Officer





Section I: OVERVIEW

1. Background

Indian Institute of Management Indore (IIMI) has been conducting an Aptitude Test (AT) with the purpose of selecting suitable students for its Five Year Integrated Programme in Management. The duration of the test is 2 hours and it contains multiple choice questions. Aptitude Test 2016 will be conducted on a particular day in mid-May 2016. The AT application fee is Rs.1000 per candidate (Rs.500 for SC/ST/DA candidates).

2. Objective

IIMI has been conducting pencil and paper based AT since year 2011. We seek service providers who can manage and conduct computer based AT. IIMI invites responses to its Request for Technical and Financial Proposals (RTFPs) from the short-listed service providers. Automation is to be implemented at all stages including fee collection for application, registration, application processing, issuing admit cards, item bank development, test construction, test delivery, score processing and result publishing.

3. Expected Schedule

The vendors will be called for a presentation in two - three weeks after the last date of receipt of RTFPs. The details will be shared in due course.

1. Contours of the Award

If and when award is made, IIMI may enter into five year contract subject to yearly performance review. IIMI reserves the right to make more than one award, partial awards, or no awards.

2. IIMI Liaison

Chair, Admissions
Admissions Office
Indian Institute of Management Indore 453556
admissionoffice@iimidr.ac.in, (O) +91731 2439685/ 690



Section II: Pre-Qualification of Service Providers

Pre-Qualification of Service Providers for Conduct of Aptitude Test (AT) of Indian Institute of Management Indore.

Indian Institute of Management Indore conducts an Aptitude Test (AT) for admission to Integrated Programme in Management. Approximately 17,000 candidates appeared for AT in 2015. It is estimated that approximately 25,000 candidates may appear for AT in 2016 and there may be a yearly increase of approximately 10000 candidates between 2016 and 2021. We are looking for prospective service providers to conduct AT for IIMI in a computerized and standardized multi-test mode. We expect the service provider to undertake tasks including application processing, test construction, test delivery, result processing and score reporting using appropriate technology. IIMI will retain control over AT. Prospective service providers who meet all of the following requirements are invited to bid for pre-qualification. They should have:

- Experience in computerized entrance test construction and delivery for academic institutions
- Administered atleast 1,00,000 computerized entrance tests annually on a continued basis nationally and/or internationally
- Key personnel with doctoral/professional degrees and demonstrated experiences as psychometricians either on their payroll or as associates
- Over 100 fully-functional, computerized entrance test venues spread all across India
- Demonstrated ability to construct large item banks for Under graduate and Post graduate level entrance examinations



Section III: CONTENTS OF PROPOSAL

1. Proposal Structure

Your technical and financial proposal must contain the following items:

1. A duly signed cover sheet indicating the individual (s) who will be taking the responsibility on behalf of the service provider, designation of the individual (s), and contact details of the individual as well as the organization (Appendix A and Appendix B)
2. Table of contents
3. Statement and scope of the proposal
4. Technical Proposal
5. Financial Proposal
6. Supporting documents with your Technical and Financial Proposal

2. Technical Proposal

Copyright and Control

1. IIMI will retain overall control on item generation, test generation, and delivery mechanism. Describe how you propose to protect IIMI intellectual property rights on computerized AT, its delivery process, test items and item bank.
2. Describe how you propose to operationalize this control.

Organizational Issues

1. Describe clearly the organizational structure of the entity that will help us construct and deliver computerized AT.
2. If you are going to work with your business partners and/or subcontractors, clearly explain your relationship with the partner(s) and subcontractors including description of their ownership.
3. Describe a clear contingency plan in case of breakdown of partnerships.

Operational Plan

1. Service provider must explicitly state how it will approach each of the tasks, namely, a) Collection of application fees, b) Candidates' registration, c) Application processing, d) Dispatch of admit cards, e) Item bank development, f) Test construction, g) Test delivery, h) Score processing, i) Publishing of test scores.
2. You must describe the operational plan for conducting computer based AT, including how you plan to work collaboratively with IIMI.
3. If you are going to work with your business partners and/or subcontractors, you must give their details including name of the firm(s), address, contact persons, and the nature of work to be subcontracted.
4. Provide details on how you will coordinate the work, supplying benchmarks, operational performance targets and goals, service metrics and measures, time lines, task breakdowns and a proposed schedule of deliverables.



Communication

1. You must indicate how you plan to schedule progress meetings and delivery of written reports to IIMI.
2. Cite examples of how you have collaborated well with others.
3. Describe provisions for prompt and continuous communication with IIMI regarding anticipation of and solution to the problems that may arise.
4. Provide a chart outlining monthly, quarterly and annual milestones including reports, deliverables and meetings.
5. Mention what plan you suggest to manage public relations during the normal course of test conduct and during emergency situations.
6. You may like to spell out your expectations from IIMI in this regard to ensure a successful partnership.

Staff and Management Responsibilities

1. Describe how your management processes will minimize operational and business risks and support smooth conduct of computer based AT.
2. Describe how the project will be organized and managed to ensure appropriate accountability for various aspects of the work.
3. Provide a staffing plan that indicates the percentage of time key personnel will devote to the project. Include brief biographies highlighting relevant experience and background, resumes of key personnel that will be working on the project.
4. Indicate how regular staff training programmes are conducted in your and your partner/subcontracted organization.
5. Describe your emergency plans for uninterrupted operations across all services relevant to the smooth conduct of computer based AT.

Technical and Financial Capabilities

1. Describe your experience in conducting similar tests and examinations. Please mention the test names and the clients for whom the tests were conducted.
2. Describe and elaborate your ability to conduct a Pan – India Examination. Specify your offices/control centre locations across India.
3. Describe the governance structure including any partners for conducting AT.
4. Describe your strengths in terms of financial aspects which will justify your capability in conducting a large exam.
 1. Please submit the following documents:
 - a. Audited Profit and Loss Statements, Balance sheets for the last three years
 - b. Certified copies of service tax registration and other statutory compliances



3. Financial Proposal

Describe your organization's financial strength and capability to undertake the project. Financial proposal should spell out with supporting data and documentation the following:

1. Any start-up charges.
2. Price for managing and conducting the exam.
3. The financial consideration, the service provider would offer to faculty members of IIMI to develop and review the test items as well as developing forms or test papers.

The following points are worth mentioning here:

1. The service provider may keep in mind the opportunity cost of adapting/utilizing the already developed item bank.
2. The service provider may submit the financial proposal keeping in mind the contract spread over 5 years.



Section IV: TEST DEVELOPMENT PLANS

Introduction

Computer based AT will involve phases such as item development, test development, packaging items for different tests, and continuous improvement in test development. Service providers should provide details on these aspects of test development. At appropriate places, specify the manpower/staff requirements from IIMI you propose during the item bank and test development process.

1. Item Development

Item development for IIMI would include writing, pre-testing, evaluating, and operationalizing new multiple choice questions suitable for use in a computer based AT. This will apply to both the sections of AT a) Quantitative Ability and b) Verbal Ability (as well as new sections that may be proposed to improve the test). Service providers should provide substantiated information on the following:

Developing New Items

1. Provide information on how you will determine the numbers and types of test questions that need to be developed. This will be based on expected number of candidates taking the test in 2016 and beyond, expected number of venues/cities in which you propose to conduct test all over India, and whether or not same test will be held at all venues in a given session of the test date.
2. Describe how you will identify, recruit, and train persons to prepare test questions. Item writers may include outside experts, retired and serving IIM faculty members.
3. Describe and/or demonstrate a writer-friendly template/software you will develop to allow writers to generate new items in a secure format.
4. Provide a timeline for developing new items, beginning with an analysis of the numbers and types of test questions needed and ending with the preparation of test questions for pre-testing.
5. Provide for new item types that can provide more appropriate measurement opportunities.

Pre-testing New Items

Provide detailed plan for pre-testing of multiple choice questions, minimum sample size required, and the criteria to screen out inappropriate items.

Item Retirement

1. While item retirement issue may be premature at this stage, specify the criteria you will use/suggest to determine when items need to be retired, and, how this impacts the item development efforts.
2. Describe how you plan to make your already retired items available to IIMI. How do you maintain confidentiality and how do you restrict access of retired items to IIMI only.

Database, software, security and copyright

1. Describe how and in what formats you will prepare electronic databases and make them available to IIMI.



2. Describe and share the process and the software that you will use for item development.
3. Describe the security measures, firewalls, and due diligence practices you intend to use during all phases of item bank development.
4. Describe the process of how you will copyright each item in the name of IIMI and ensure the copyright security.

2. Test Development

Test development would include developing computerized test consisting of verbal and quantitative sections. It would also include statistical analyses of item performance and monitoring procedures.

Procedures

1. Identify procedures you will use to deliver computerized (adaptive) tests that will meet psychometric specifications. Explain why you choose a particular procedure over other approaches.
2. Describe how you will control for item exposure and monitor item exposure rates.
3. Since the test will be administered at all venues in a particular session (at a given point in time), provide information on how items will be selected from the item bank at a test delivery site.
4. Describe procedure you will use for calculating the score of a test and generating percentile ranks. Propose maximum time to elapse between candidate testing and release of final score.
5. Based on your experience, describe ways in which you have come up with innovative test strategies. For example, how does one discriminate between good and not-so-good candidates from a pool of say 25,000 candidates. If possible, how does one ensure that the test difficulty levels are gender neutral and that they are not biased in favor of quantitatively oriented.

Paper-Pen Tests

Even though AT will be computer based, describe the procedure you will use to develop at least one such test annually. Mention the type of evidence you would provide to assure that these tests are comparable in content and psychometric properties to the computerized AT.

Security

Describe how you will ensure security of test items throughout the test development process.

3. Communication

IIMI expects communication about test development processes including routine reports, audits, technical reports and regularly scheduled meetings about the current and future state of the AT.

1. Detail the nature and extent of information you would report to IIMI about the quality of computerized AT.
2. Detail your plans for producing an annual report. Such reports may be discussed in the light of report of the external auditor of the service providers' compliance with contract specifications.
3. Detail your plans for producing and providing IIMI with incidence reports that include exceptions and large score differences.
4. Document how you will ensure that IIMI has access to information about candidate registration and test performance.
5. Describe how this information will be captured in a standardized format. Provide an example of such a format.



Section V: TEST DELIVERY PLAN

Introduction

A secure and smooth conduct of AT not only helps prospective students and IIMI to choose one another; it also maintains and enhances the reputation of the AT. In this context, IIMI would like service providers to provide details on collection of fees, candidates' registration, call centre operations, channel management, test centre operations, score reporting, and test-taker records. At appropriate places, specify the man power/staff requirements from IIMI you propose during the exam delivery process.

1. Collection of Fee and Registration

1. Describe your plan to collect fees from the candidates online.
2. Describe the registration solution (online, mail, phone) that you will provide to IIMI.
3. How do you propose to transfer payments received to IIMI.
4. What kind of search capability do you propose to test takers to select centres/ venues? Describe your experience with these matters.
5. Describe your plans, if any, for integrating tutorial/test-prep materials during the test registration process.
6. A website is required for information dissemination, collection of fees, candidates' registration and result reporting. Describe your plan to host such website including additional employees, comprehensive, mega-sized server for registration, information, test delivery, result reporting, and other related activities.
7. Describe your plan in registering test takers with SC/ST and Differently Abled (DA)/Persons With Disabilities (PWD). Please note that there is a concession of 50% in the application fees for these test takers. Their certificate needs verification. Accordingly, state the process.
8. Describe the process of verification of eligibility qualification (like educational certificates) of the candidates.

2. AT Call Centre

A Call Centre service would handle domestic and international test candidate calls, faxes, and e-mail correspondences. Test candidate calls would be in the context of collection of fees, registration, seat assignments, test centre conditions, test support, tutorials and preparatory materials, test policies, scores, problems with the test experience, test challenges, and reports of improprieties.

1. Indicate the reply-time that you will guarantee to answer phone calls, e-mail messages, and faxes during the peak-load period.
2. What quality control procedures will you use to ensure excellent call centre service?
3. Describe the way IIMI could survey callers from time to time to ensure that test takers' needs are being served and that answers provided are correct and timely.
4. Please outline the location of call centres.
5. Please outline the reply-time in which test related materials will be received by requesting party. Please mention the escalation process.
6. Describe the person-in-charge for the call centres who will be responsible for the call centre activities and who will be answerable to IIMI in real time.
7. Describe the integration of the call centre activities with the online registration system.



3. Channel Management

By channel management we refer to managing personnel, processes and capital resources associated with operating/accessing quality test centres including managing technology, support facilities and material services for test administrations at test centres. It would also include managing alternative testing environments, if at all proposed, including mobile test centres and paper and pencil test administration centres.

1. Describe your organization's investment and direction in the area of providing Pan-India access to computerized AT.
2. Describe your proposal for providing access to the AT in cities/centres and venues other than in permanent test centres, and how you plan to scale-up your capacity at each location.
3. Describe your organization's strategy and commitment to permanent test centre expansion and innovation.
4. Describe the number of testing sites, and the number of dedicated, concurrent seats you will make available, and their geographic distribution.
5. Describe how would you work with IIMI if unforeseen mismatch between demand and capacity at various locations arises.
6. Describe your proposal for meeting the access needs of test takers in mofussil towns and remote areas.
7. Please describe the possibility and extent of foreign test centres one could utilize and to provide access to AT globally.
8. Describe the data gathering, storage and retrieval capabilities. How this will be analyzed to prevent, detect, and act on impersonation and fraud during the test, and theft of IIMI intellectual property. Specifically address the use of biometrics and video surveillance with their quality/resolution parameters.
9. How do you propose to report to IIMI the test fraud incidents, the status of actions taken, and resolutions?

4. Test Venues

Currently, pencil paper based AT is conducted at about 7 cities and 18 test venues. Computer based AT is expected to offer access to world-class test venues with secure, peaceful, quality testing environment.

1. Describe the physical layout requirements of test venues in which you propose to conduct AT. Include a description of the reception area and the work stations.
2. Describe the extent to which physical layout is standardized across test venues.
3. How will you ensure that test venues are in compliance with local requirements?
4. How do you ensure quality customer service, test quality, security, and procedures related to deterring, detecting and handling incidents of test fraud?
5. Describe your ability to integrate biometric requirements and other security technology solutions at the venues. Explain security measures embedded in the solution.
6. Describe the nature and extent of staff training, certification, audits, and procedures you will put-in at the venues.
7. Describe the internet connectivity, networks and servers you will provide at each test venue in parametric terms and the corresponding efficiency implications.
8. Describe the technology solution you will provide in areas where internet connectivity is not stable.
9. Describe how you will monitor test activity at the venues. Include a description of how this

activity will be recorded and the role of the test administrator. Describe how you will minimize disturbances in the test area.

10. Describe the nature of irregularities captured at the test venues. Describe the nature and extent of irregularity reports you propose to provide IIMI to facilitate monitoring customer service issues as well as test security and quality.
11. Please describe examples of how you have accomplished these requirements in the past.
12. Attention to other operational details such as noiseless environments, noiseless air conditioners, and floor carpeting would be considered positively.
13. Please provide the support facility in the test venues for persons with disabilities who wish to take computer based AT.

5. Score Reporting and Records

The score reporting process may include reporting scores for each component of the AT exam including dispatch of scores to test takers and designated institutions (if any), using biometric information in score reporting. IIMI will also require access to candidate records on a continuous basis. IIMI intend to use the information to have interface with various stakeholders. IIMI needs assurance that candidate data are secure and protected.

1. Describe the quality processes you will use for reporting AT scores.
2. Describe your plan for providing access to AT official scores, including related safeguards.
3. Based on your experience, describe the issues related to instant score reporting and deferred (score and percentile) reporting at a later pre-determined date.
4. Describe how you propose to provide IIMI with access to candidate information, their scores and test volume data. In particular, IIMI would like to have test analysis in terms of raw scores of the two sections and overall percentile scores. Any normalization procedure, if used, may also be provided. Detailed analysis of candidate bio data and test performance for the top-ranked 10,000 candidates may also be provided.
5. Describe detailed processes you would employ to store/archive and retrieve data, including biometrics data.
6. What assurances can you provide to IIMI about the integrity of the database maintained for AT test takers.
7. Please describe your proposed solution for effectively matching each test taker with his or her records to ensure that all AT scores are appropriately matched and reported.
8. What processes and procedures do you propose for preventing a test taker from disassociating him or herself from a previous AT score?
9. Describe how IIMI and the service provider together could address challenges by the candidates and other stakeholders to conduct of test, score processing and reporting.
10. Describe the process of maintaining and securing the data in a post-test scenario.



Section VI: SUBMISSION & EVALUATION OF PROPOSALS

1. Proposal Submission Procedure

The proposal to be submitted must be signed by an authorized representative of the service provider. Proposal made on behalf of a consortium must include signed statements by an appropriate officer of each organization participating in the consortium agreeing that the proposal is binding on each of them. The leadership role in case of consortium should be clearly mentioned and rolled out. The participating organizations shall be jointly and severally liable for the performance of all of the consortium's obligations under this proposal. Proposals must include a statement signed by all key personnel agreeing to participate on the terms provided in the proposal.

The following process needs to be followed while submitting technical and financial proposals:

1. Sealed envelopes A, B, C & D (as stated below) to be placed in a single cover (sealed) and super-scribed as **“Request for Technical and Financial Proposal for the Computer based Aptitude Test (AT)”**. The sealed envelope should be dropped in the tender box placed in the office of Stores and Purchase Officer before the due date and time. Those who send the RTFP document by post, have to ensure that the documents reach before the prescribed time and date. The Institute will not take any responsibility under any circumstances for courier/postal delays.
2. The offer which meets the Pre-qualification shall be eligible for further consideration of Technical evaluation. Based on results of the Technical evaluation, IIM Indore evaluates the Commercial Bid of those Bidders who qualify in the Technical evaluation. Before opening of the financial bids, offers of all techno-commercially acceptable tenderers shall be at par.

ENVELOPE ‘A’: (Tender Fee & EMD)

This envelope should contain following

- (a) Crossed demand draft in favor of Indian Institute of Management Indore towards Tender Fee (Rs.5000/-)
- (b) Crossed demand draft in favor of Indian Institute of Management Indore towards Earnest Money Deposit (Rs.5,00,000/-)
- (c) Duly completed covering letter as per Annexure-I on your official letterhead.

ENVELOPE ‘B’: (Pre-qualification Criteria)

This envelope should contain the following

- (a) Experience certificate in computerized entrance test construction and delivery for academic institutions
- (b) Documents/Certificates related Administered atleast 1,00,000 computerized entrance tests annually on a continued basis nationally and/or internationally
- (c) Documents/Certificates related Key personnel with doctoral/professional degrees and demonstrated experiences as psychometricians either on their payroll or as associates
- (d) Documents/Certificates related Over 100 fully-functional, computerized entrance test venues spread all across India
- (e) Documents/Certificates related Demonstrated ability to construct large item banks for under graduate and post graduate level entrance examinations.
- (f) Duly Completed Appendix A and Appendix B.



- (g) All relevant supporting documents of mentioned in Section: II to Section V.
- (h) Along with the original document(s), include a password protected PDF version of the complete proposal (both technical and financial) on a CD and submit.

ENVELOPE ‘C’: (Technical Bid)

This envelope should contain the following

- (a) Technical Bid as per Annexure-II to VII and the terms and conditions.
- (b) All relevant supporting documents of technical bid.

ENVELOPE ‘D’: (Financial Bid)

- (a) This envelope should contain the financial bid as per Annexure-VIII.

The rate/commercial/technical offer of the firm will remain unchanged at least for one year.

In order to be considered for an award, a proposal must be delivered by **4:00 p.m.** on or before **November 17, 2015**. Service provider bears all responsibility for ensuring timely delivery of the proposal. Proposal may be delivered to:

The Stores & Purchase Officer
 J Block, Ground Floor
 Indian Institute of Management Indore
 Prabandh Shikhar, Rau-Pithampur Road,
 Indore - 453556
 Email: stores@iimidr.ac.in, (O) +91731 2439630

2. Criteria for Evaluation of Proposals

IIMI will evaluate the proposals on a variety of criteria. Each criterion will be evaluated by assigning a score. The overall valuation of a proposal will be determined by the sum total of scores secured on each of the criteria. Table 2 provides the details of the criteria and the maximum possible score.

Table 2: Proposal Evaluation Criteria and Scores

Criteria	Maximum Score
1. Understanding of IIMI goals/objectives, and attention to legal aspects and public relations	10
2. Convincing elaboration on the process of item (bank) development	15
3. Convincing elaboration on computerized test construction and design	10
4. Convincing elaboration on delivery of the test starting from collection of fees from applicants to score reporting	10
5. Convincing elaboration on scalability of the test construction and delivery solution	10
6. Organizational capabilities and strength	10
7. Security of process from the Item Development Stage to the Score Reporting Stage	15
8. Financial consideration	20
9. Overall total score	100

The Technical Evaluation Committee of the Institute constituted for the purpose shall assess the ability of the agencies to render the requisite services based on the company profile, rating and on such other criteria as it may fix.



Section VI: TERMS & CONDITIONS

1. The qualifying criteria enumerated above are only indicative and not exhaustive
2. IIM Indore reserves the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses. Failure to produce the same within the period as and when required shall result in summary rejection of the RTFP.
3. One authorized representative of the bidder can be present while opening the RTFP.
4. The bidder should sign on each page of the RTFP documents.
5. RTFP which are late/vague/ conditional/ incomplete /not confirming to the laid down procedure in any respect will be rejected.
6. RTFPs sent by fax & e-mail will not be considered.
7. In case of any unsatisfactory service, suitable penalties as decided by the Competent Authority shall be levied after issuing notice.
8. In case of failure in settlement of claims within the time frame, the penalty will be enforced as per Institute norms
9. IIM Indore reserves the right to modify/change/delete/add any further terms and conditions prior to issue of agreement.
10. IIM Indore reserves the right to reject the RTFP in whole or in part thereof without assigning any reason.
11. The successful tenderer will have to deposit the performance security in the form of /D.D./FDR/Bank Guarantee @ 10% of the total value of order within 10 days from the date of issue of the award letter. Security will be refunded to the supplier, after it duly performs and completes the contract/warranty period in all respect
12. In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money/Performance Security shall be forfeited.
13. IIM Indore may issue corrigendum to tender documents before due date of Submission of bid. The tenderer is required to read the tender documents in conjunction with the corrigendum, if any, issued by IIM Indore. The tenderer is not supposed to incorporate the amendment in the body of the tender document.
14. The courts of Indore alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Indore Court shall have jurisdiction in the matter.

Appendix A Proposal Cover Sheet



Name of Designated Authority

Title

Name of the Organization

Address 1

Address 2

Telephone

Fax Number

E-Mail Address

The undersigned agrees to accept responsibility for the conduct of the Computer based AT project and for submission of required reports if a contract is awarded as a result of this proposal.

Signature

Date

Name



Appendix B

Proposal Cover Sheet (for Consortium)

Name of Designated Authorities

Title

Name of the Organizations

Address 1

Address 2

.

.

.

Telephone Numbers

Fax Numbers

E-Mail Addresses

We hereby agree that the proposal is made on behalf of a consortium and is binding on each of us.

Name of Organization 1

Signature and name of the authority 1

Name of Organization 2

Signature and name of the authority 2

Name of Organization 3

Signature and name of the authority 3

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.

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Date



ANNEXURE – I

To
The Stores & Purchase Officer
Indian Institute of Management
Prabandh Shikhar,
Rau – Pithampur Road
Indore

Sub: - Tender Fee Details.

Ref : - Enquiry No. IIMI/2015-16/25 dated 04/11/2015
(Request for technical and financial proposal for the computer Based aptitude test)

Dear Sir,

The following DD in favour of IIM Indore are enclosed herewith towards Tender Fee & EMD

Detail of DD	Amount	DD No.	DD Date	Bank Name
Tender Fee (Non-Refundable)	Rs. 5000/-			
EMD (Refundable)	Rs. 5,00,000/-			

Thanking you

Yours faithfully,

(Authorized Signatory with Seal)



ANNEXURE – II

To
The Stores & Purchase Officer
Indian Institute of Management
Prabandh Shikhar,
Rau – Pithampur Road
Indore

Sub: - Self Declaration Certificate

Ref : - Enquiry No. IIMI/2015-16/25 dated 04/11/2015
(Request for technical and financial proposal for the computer Based aptitude test)

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for the computer Based aptitude test, I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred RTFP document including instructions, terms & conditions and all the contents stated therein.

Thanking you

Yours faithfully,

(Authorized Signatory with Seal)



ANNEXURE – III

Statutory Documents

Evaluation Criteria		Remark
Name of the Party		-
Date of Incorporation / Establishment		Supporting Documents are to be attached along with the Annexure-III
PAN Number		
Service Tax Registration Number		
Registered Office Address		-
Authorized Signatory Details	Name	-
	Designation	-
	Email	-
	Phone	-

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Contact no.



ANNEXURE – IV

**CERTIFICATE
(to be provided on letter head of the firm)**

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

ANNEXURE – V

Work Order Details:

S. No.	Evaluation Criteria	Name of the Client with Order No. & date	Date of Satisfactory Completion Certificate Issued by the Client	Remark
1	List of Purchase Order / Work Order where the similar type of Work executed by you during the last 5 financial years			Supporting Documents are to be attached along with the Annexure-V

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:





ANNEXURE – VI

Annual Turnover Details:

Evaluation Criteria			Remark
Bidder's Annual Turnover for last three Financial years	Financial Year	Turnover in Rs.	-
	2014-15		Supporting Documents are to be attached along with the Annexure-VI
	2013-14		
	2012-13		

Date:



Place:

Authorized Signatory:

Name:

Designation:

Contact No.:



ANNEXURE – VII

Income Tax Return Details:

Evaluation Criteria			Remark
Income Tax Returns for last three financial years	Financial Year	Net Taxable Income	-
	2014-15		Supporting Documents are to be attached along with the Annexure-VII
	2013-14		
	2012-13		

Date:



Name:

Authorized Signatory:

Name:

Designation:

Place:

Contact No.:



ANNEXURE – VIII

FINANCIAL BID

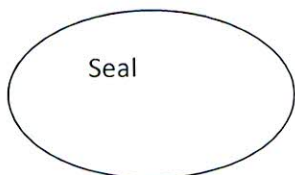
S.No.	Items	Rate (Inclusive of all Taxes, Charges etc. applicable for unique Applications/Registrations)	
1	Request for Technical and Financial Proposal for the Computer based Aptitude Test (AT) (Scope of work as detailed in Section II to V of RTFP)	Slab 1 0 – 10,000 Application / Registration	
		Slab 2 0 – 20,000 Application / Registration	
		Slab 3 0 – 30,000 Application / Registration	

Amount in words (For Slab 1): _____

Amount in words (For Slab 2): _____

Amount in words (For Slab 3): _____

Date:



Authorized Signatory

Name:

Place:

Designation:

Contact No.