

**INDIAN INSTITUTE OF MANAGEMENT SHILLONG**  
**Umsawli, Shillong-793018**  
Website: [www.iimshillong.ac.in](http://www.iimshillong.ac.in)

**Tender No: G1-1302/1/2023-CEDNER**

**Date: 11.07.2023**



**Notice Inviting e-Tender (NIeT)**

For

**Appointment of Selection Agency for Providing Japanese  
Language Training Program for Creating Livelihood through  
Placement Opportunities in Japan for Youth of Northeast India**

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**DETAILED NOTICE INVITING e-TENDER**

Online tenders, in two bid system are invited on behalf of Director, IIM Shillong from eligible, experienced agencies /vendors for “**Selection of Agency for Providing Japanese Language Training Program for Creating Livelihood through Placement Opportunities in Japan for Youth of Northeast India**”

<b>NIT No</b>	
Name and Location of Work	Appointment of agency for providing Japanese Language Training Program for creating Livelihood through Placement Opportunities in Japan for Youth of Northeast India.
Estimated Cost:	<b>1,70,00,000.00</b>
EMD (Ernest Money Deposit) Refundable	Rs 3,40,000/- to be paid via following Payment link Online: <a href="https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhXoSTjyLVw6DxTjCWVtMbdUcKbkE3r0UFM45bUNQ%2b39jBbNgQSDusTDtrysRoYHySPA6cLVDzku84jZ63rjRINYr5AecGszuwSfiDLk6JtHKzBP7YsnFerU43qhmZeO0BeXiB4rzrZMi7OIFJjgKxOeCL1%2bidv4zSOp9KrjsyvuRA1HtSy79Wto44xQ3%2bjgYVg%3d%3d">https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhXoSTjyLVw6DxTjCWVtMbdUcKbkE3r0UFM45bUNQ%2b39jBbNgQSDusTDtrysRoYHySPA6cLVDzku84jZ63rjRINYr5AecGszuwSfiDLk6JtHKzBP7YsnFerU43qhmZeO0BeXiB4rzrZMi7OIFJjgKxOeCL1%2bidv4zSOp9KrjsyvuRA1HtSy79Wto44xQ3%2bjgYVg%3d%3d</a>
Date of Completion of the Work	As per the work completion schedule (original as well as revised) of existing construction works/upcoming construction work as per Section No 4.4.12 of Scope of Work
Date of Issue/e-Publishing at CPPP website	11.07.2023 at 13:00 Hrs <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
Document Download Start Date and time at CPPP website	11.07.2023 at 13:00 Hrs
Document Download End Date and Time at CPPP website	01.08.2023 at 13:00 Hrs
Tender Queries should reach by	Latest by 20.07.2023 till 17:00 Hrs. Tender queries received later than the date and time as mentioned above shall not be entertained. Pre-Bid queries should only be emailed to <a href="mailto:spo@iimshillong.ac.in">spo@iimshillong.ac.in</a> .

Pre Bid Meeting	<b>A pre-bid meeting shall be held at IIM Shillong on 24.07.2023 at 3:00 pm</b> , for clarifications relating to the work or bid document, if any.
Last Date and Time for receipts of Tender online at CPPP website	01.08.2023 at 13:00 Hrs
Date and Time for opening of Tender at CPPP website	02.08.2023 at 13:00 Hrs
Date and Time for Financial Evaluation at CPPP website	To be declared after successful evaluation of technical bid documents.
No. of Bids	02 (Two bids) {Technical and Financial}
Bid Validity days	90 days (From the date of opening of financial bid)
Address for correspondence	Store and Purchase Office, IIM Shillong, Umsawli, East Khasi Hills, Shillong-793018, Meghalaya Office Contact No: 0364-2308012/2308011 <b>Email: <a href="mailto:spo@iimshillong.ac.in">spo@iimshillong.ac.in</a></b>

Sd/-

Chief Administrative Officer  
IIM Shillong

## **01: INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

- 1.1. Bidders would be required to register on the Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app> using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
- 1.2. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
- 1.3. Bidders can download the bid document from Central Public Procurement Portal website at <https://eprocure.gov.in/eprocure/app> and required to submit the bid online by scanning and uploading all the relevant documents through the online Portal only.
- 1.4. Tender information is also available in the Institute's website at <https://www.iimshillong.ac.in/tender-notices/>. Any further detail regarding Amendment /Addendum /Extension/ Corrigendum (if any) will be upload online only at both the given websites.
- 1.5. Earnest Money Deposit (EMD)(Refundable) as mentioned at **Detailed Notice Inviting e-Tender** above, has to be deposited as per online link provided. Bidders are required to upload the transaction receipts. A copy of the same has to be mailed [spo@iimshillong.ac.in](mailto:spo@iimshillong.ac.in) and [accountsofficer@iimshillong.ac.in](mailto:accountsofficer@iimshillong.ac.in) clearly mentioning the firm's name and Tender ID no. along with tender description, **No other mode of EMD payment will be accepted.**
- 1.6. The bid submitted shall become invalid if-
  - 1.6.1 The bidder doesn't pay EMD to the Institute on or before the last date and time of online submission of the tender document.
  - 1.6.2 The bidder doesn't upload all the relevant testimonials as mentioned in this tender document.
  - 1.6.3 The Bidders will be required to produce the original copies of the eligibility criteria documents along with other document mentioned in the tender whenever needed at the various stages of tendering {if required}. Any discrepancy is noticed in the uploaded documents with reference to the original documents, the bid will be treated as invalid.

- 1.7. The tender document shall be uploaded in two parts as follows:
- 1.7.1. **“TECHNICAL BID”**: This stage shall contain the Techno-Commercial Bids comprising along with list of the documents.
  - 1.7.2. **“FINANCIAL BID”**: This stage shall contain only the Price Bids
- 1.8. Payment to the vendor for supply of items/services at IIM SHILLONG shall be made through E-payment.

Sd/-  
Chief Administrative Officer  
IIM Shillong

## **02: GENERAL TERMS AND CONDITION:**

### **2.1 INSTRUCTIONS TO BIDDERS:**

#### *General Conditions of Tendering*

**2.1.1: Tender document:** One set of tender documents to be uploaded in the CPPP portal along with the drawings/ specifications/brochures etc. (if any). Bidder shall download the tender documents and are advised to read the instructions carefully to ensure that his response complies fully before participating in the CPPP portal along with their offer letter.

**2.1.2: Tender validity:** Tender shall remain valid for a period of 90 days from the date of opening of the financial bid. The bidder shall not be entitled during the said period to revoke or cancel his tender or to vary the tender given. In case of bidder revoking or cancelling his tender, the Institute will forfeit the earnest money paid by him along with the tender. Bids shall be revalidated for extended period as required by Institute and will be published in CPP Portal and Institute’s website.

#### **2.1.3: Tender submission:**

**2.1.3.1** Bidders must upload their documents by the time and date mentioned in the Notice Inviting e-Tender in the CPP Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)), within stipulated time. Bidder may go through the given special instruction before participation in e-Tendering.

**2.1.3.2** The tender and all details submitted subsequent to the tender shall be e-signed by any one, legally authorized to enter into commitment on behalf of the bidder.

**2.1.3.3** If bidder have a relative or relatives or in the case of a firm or a company, one or more of its shareholders or a relative or relatives of the shareholder(s) employed in IIM SHILLONG, the authority inviting tenders shall be informed of the fact at the time of submission of the tender, failing which the tender may be disqualified or, if such fact subsequently comes to light, the Institute reserves the right to take any other action as it deems fit in accordance with any applicable law, rules, regulations or the like in force for the time being.

## **2.1. Bidder's responsibility for bid & Clarification:**

**2.1.1.** The details presented in this tender document consisting of conditions of works/supply/service contract, scope of work, technical specifications/ requirements have been compiled with due understanding of the requirement, it is also the bidder's responsibility to ensure that the information provided are clearly understood.

**2.1.2.** The bidder shall be deemed to have inspected, examined and understood the site of / supply/ service and including surroundings and other information in connection therewith and to have satisfied himself before submitting his/her tender as to all the prevailing conditions and deemed to have obtained all necessary information as to the risks, contingencies and other circumstances which may influence or effect his/her tender. Bidder's quote is the responsibility of bidder and no relief or consideration can be given for errors and omissions.

**2.1.3.** Bidder may request clarification at any time up to the mentioned last date of seeking Clarification. Such clarification requests shall be addressed to the **Store & Purchase Officer, IIM Shillong (Email: [spo@iimshillong.ac.in](mailto:spo@iimshillong.ac.in))**

## **2.2. Pre-Bid Meeting:**

Techno-commercial discussion with the Bidders will be arranged {if required}. The bidder shall depute his representative(s) with authority for attending the discussion.

## **2.3. Amendments.**

Institute may issue clarifications/ amendments in the form of addendum/ corrigendum during the tendering period. For the addendum/ corrigendum issued during the tendering period, bidders are required to check CPP Portal (<https://eprocure.gov.in/eprocure/app>) and the Institute's website ([www.iimshillong.ac.in](http://www.iimshillong.ac.in)) for details. No other mode of notice will be given.

## **2.4. Scope of Tender**

The complete scope of works/ supply/ service has been defined in the tender document. Only those Bidders who undertake total responsibility for the complete scope of works/ supply/ service in line with basic scheme and scope as defined in the tender document shall be considered.

## **2.5. Deviations in terms and condition**

Bidders are required to submit offers strictly as per the terms and conditions and specifications given in the tender document and not to stipulate any deviations/ exceptions. **Conditional tenders are liable to be summarily rejected.**

## **2.6. Institute's right**

Institute reserves the right to accept a tender other than the lowest and to accept or reject any tender in whole or in part, or to reject all tenders with or without notice or reasons. Such decisions by Institute will bear no liability whatsoever consequent upon such decisions.

## **2.7. Earnest money**

- 2.7.1.** The tender is to be accompanied by Earnest Money (interest free) for the amount indicated in NleT.
- 2.7.2.** **The intending bidder registered with the competent government authorities as a Micro or Small Enterprises under MSME Scheme (having Valid Registration) shall be exempted from payment of EMD as per the existing government policies.** Such intending bidder shall furnish valid registration certificate issued by the competent government authorities and the registration certificate must cover the item/work/service tendered to get EMD exemptions. If the bidder fails to submit valid registration certificate his claim for EMD exemptions shall not be entertained.
- 2.7.3.** If the bidder, after submitting his/her tender, revokes his/her offer or modifies the terms and conditions thereof during the validity of his/her offer except where the Institute has given opportunity to do so, the earnest money shall be liable to be forfeited.
- 2.7.4.** After placement of Work Order/ Supply Order on successful bidder, the earnest money will be refunded to the unsuccessful Bidders. For successful bidder, the EMD will be converted to Security Deposit without any interest and will be refunded after one month of successful completion of Defect Liability Period.
- 2.7.5.** In case of cancellation/ withdrawal of this ‘NleT’ i.e. Notice Invitation to e-Tender by the Institute, which it shall have the right to do at any time, the earnest money paid with the tender will be refunded to Bidders without any interest.

## **2.8. Tender requirement**

### **2.8.1. Technical and Price Bid**

- 2.8.1.1** The technical bids will be opened online by a committee duly constituted for the purpose at the time and date as specified in the tender document. All required documents against Notice Inviting e-Tendering documents need to be uploaded at CPP Portal as per checklist at Annexure II by the bidders and verified by the Digital Signature Certificate (DSC). The same will be downloaded for technical evaluation and the result of technical bid evaluation will be displayed on <https://eprocure.gov.in/eprocure/app> in which can be seen by all bidders who participated in the tender.
- 2.8.1.2** It is important that bidder clearly demonstrates his ability, giving to Institute a high level of confidence that the bidder will be able to perform the works/ supply/ service within the schedule and meeting the other requirements listed in the tender document. Failure to do so may result in disqualification of the tender.
- 2.8.1.3** Priced bid of Technically qualified bidders will be opened on designated date.

## **2.9. PERFORMANCE GUARANTEE:**



As Performance Security, EMD of the successful bidder shall be retained by the Institute as a Performance Guarantee. At the successful completion of contract/ supply/ work/ service the Performance Guarantee will be refunded to the bidder. MSME registered firms who have sought exemption for submission of EMD will require to furnish a Performance Bank Guarantee (PBG) to the amount of 2% of the contract/ supply/ service value within 2 weeks of receipt of work/supply order.

**2.10. Completion Certificate:**

Upon satisfactory completion of contact/supply/work, a Completion Certificate will be issued by the Institute.

**2.11. Jurisdiction**

Any dispute or difference which may arise shall be referred to the Director IIM Shillong for settlement whose decision shall be final and binding. Any dispute is subject to Shillong court's jurisdiction only.

**2.12. Brief Scope of Work:**

The CeDNER or the Centre for Development of North Eastern Region formerly known as the Accelerated learning Centre (ALC) was instituted the day IIM Shillong started functioning. Incidentally, IIM Shillong is the 7th IIM of the country and was established in the year 2008 as an institute of National Importance by the Ministry of Human Resource Development, Government of India. Interestingly, it is the lone IIM for the whole of the north eastern region comprising the states of Assam, Arunachal Pradesh, Meghalaya, Manipur, Mizoram, Nagaland, Tripura and Sikkim. Acknowledged as one of the premier Management Institutes of the country it has an excellent track record of Research, Management Education, Training and Consultancy. The Centre has already offered a series of such practice oriented management courses. The main objective of these courses are to train the participants to develop business ideas and projects that are both sustainable and relevant to the society. The Centre also aims to develop a deep insight among the participants and develop a theoretical and practical understanding of the complex set of interrelated economic, social and environmental issues. Now, CeDNER is looking for Agency for Providing Japanese Language Training Program for Creating Livelihood through Placement Opportunities in Japan for Youth of Northeast India.

**2.13. Details of work/Specification:**

Sl. no.	Particulars
1.	Training fees: No. of students – 100 (Programme will be run with minimum strength of 100 Students in all centres) No. of teaching hour – 72 workings a month x 10 months Duration of the course – 10 months
2.	Accommodation a) Guwahati, Assam – 50 pax in 2-3 sharing rooms

	b) Imphal, Manipur – 25 pax in 2-3 sharing rooms c) Aizawl, Mizoram – 25 pax in 2-3 sharing rooms
3	Food: Breakfast, Lunch, Snacks, Dinner, 2 times tea in a day
4.	Course content: 100 nos. of Books and Training Material, Specialized Domain Training from Japan, notes and study materials
5.	Outreach, Publicity, Webinars and Seminars for Mobilization and Creating Ambassadors.
6.	Stationary items/Publications/Miscellaneous, etc.
7.	Audio Visual Documentation
8.	Certification and Documentation charges including Visas and drop at International Airport

**2.14. Need for the Training Provider Agency:** The program aims to contribute to the development of the region by providing job employment opportunities of young talents at the Specified Skill Workers (SSW) services. The institute is looking for certified and experienced agencies who can deliver Japanese language training at multiple locations of north east. The agencies are also required to facilitate trainees for job placement at Japan after the completion of course.

### **03. ELIGIBILITY CRITERIA**

**3.1 Legal entity of the bidder:** The bid is open to any entity legally constituted under the laws of India and may be any of the following Company, Partnership Firm, limited Liability Partnerships, Sole Partnerships Firm, Society, Trust, etc. The proof of constitution of business must be submitted.

#### **3.2 Financial Eligibility:**

- i. The Bidder must have an average annual turnover of at least Rs.50,00,000/- (Rupees Fifty lakh) only in the 3 financial years of 2022-2023 (provisional), 2021-22 and 2020-21. A CA Certificate in the prescribed format must be attached.
- ii. The Bidder should have a positive net worth in each of the last 3 financial years 2022-2023, 2021-22 and 2020-21.

#### **3.2.1: Experience:**

- i. The Bidder shall have started training for Japanese Language Training Program and also have completed one cycle of training and placement of students under it (up to providing Offer Letter from Implementing Organization).
- ii. Bidder should have a track record of skill development and placement in India and overseas.

Details of experience in the prescribed format should be attached along with proof in the form of Work Orders, Experience Certificate, commendation letter etc.

**3.2.2: General Criteria:**

- i. The bidder should be an Approved Sending Organizations” means the Sending Organizations which are approved by the MSDE/NSDC for sending technical intern trainees to Japan under TITP.
- ii. The bidder should not have been blacklisted by the Central or State government or any other agency of the aforesaid, on ground of involvement of the bidder in corrupt or fraudulent practices, non-fulfilment of the terms of the engagement or any other matter, since 1st of April, 2019. The bidder shall have to submit an affidavit in Stamp Paper of value Rs.10/- duly notarized in this prescribed format.
- iii. The bidder should be registered with Income Tax, GST and all other relevant Departments. PAN, and GST certificate needs to be provided.
- iv. The bidder should have its representatives in Japan for handholding the trainees in job placement scenario during initial 6 months to ensure they are smoothly assimilated to new work environment.

**3.1.3: Earnest money/Bid security:**

The bid document must be accompanied by Earnest Money Deposit of Rs 3,40,000/- (Rupees Three Forty Lakhs only) via the payment link indicated in the tender document.

**3.1.4: Bid Evaluation:** The bidders scoring minimum 50 marks in the Technical criteria, shall be qualified for opening of their financial bid.

**Evaluation Criteria:**

- **Technical score weightage – 70%**
- **Financial Score weightage – 30%**

**Overall score– 100%**

Bidder with the highest overall score shall be awarded the contract.

Sl No	Criteria	Sub Criteria	Score	Documentary Evidence
	<b>Technical</b>			
<b>1</b>	Firm’s specialization in similar domain (Japan Language Training)	<ul style="list-style-type: none"> <li>• More than 10 years – 20 marks</li> <li>• 5 to 10 years – 15 marks</li> <li>• 3 to 5 years – 10 marks</li> </ul>	20	Work orders/MoAs/ Letter of award

<b>2</b>	Firm's experience on Skill Development	Experience of working in Skill Development Missions/Interventions/Programs/Initiatives in states and nation for last 5 years. This could be government funded grants/loan/CSR funded/donor or foundation funded etc. <ul style="list-style-type: none"> <li>• 5 projects – 10 marks</li> <li>• For every additional project, 2 marks upto maximum of 20 marks</li> </ul>	20	Work Orders/MoAs/ Letter of award
<b>3</b>	Firm's (Japan/International ) experience	Experience of working in Japan (preferred) or any other nation outside India in Skill Development/Social/Labour/Related industries for training themes with dedicated team <ul style="list-style-type: none"> <li>• More than 10 projects – 20 marks</li> <li>• 5 projects to 10 projects – 10 marks</li> <li>• 3 projects to 5 projects – 5 marks</li> </ul>	20	Work Orders/MoAs/ Letter of award
<b>4</b>	Permanent presence/local office (two registered offices in India and one office in Japan)	<ul style="list-style-type: none"> <li>• Registered offices in India – 2 offices/chapters registered in India – 10 marks</li> <li>• Registered offices in Japan – 1 office registered/affiliated in Japan – 5 marks</li> </ul>	10	Certificate of Registration/In corporation
<b>5</b>	<b>Manpower (CV of Resources)</b>			
<b>a</b>	Japanese Language and soft skill trainer	<ul style="list-style-type: none"> <li>• More than 10 years of experience – 10 marks</li> <li>• 5 to 10 years of experience – 5 marks</li> </ul>	10	CV and proof of hiring
<b>b</b>	Japan faculty	<ul style="list-style-type: none"> <li>• More than 10 years of experience – 10 marks</li> <li>• 5 to 10 years of experience – 5 marks</li> </ul>	10	CV and proof of hiring

c	Operations and Mobilization Lead	<ul style="list-style-type: none"> <li>• More than 10 years of experience – 10 marks</li> <li>• 5 to 10 years of experience – 5 marks</li> </ul>	10	CV and proof of hiring
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**NOTE:** Bidder shall bear all costs associated with the preparation and submission of its bid, and IIM Shillong will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. IIM Shillong reserves the right to accept/reject any or all the bids without assigning any reason. IIM Shillong also reserves the right to amend the scope of the work or the number of manpower required at any point of time. Any attempt on the part of any company/ organization/firm to influence, negotiate directly or indirectly with IIM Shillong will lead to exclusion from consideration. The decision of IIM Shillong in this regard shall be final.

#### **04: Scope of Work/Supply Service and Technical Specification/Requirements and Payment schedule**

**4.1: Scope of Activities:** The scope of activities under the assignment are as follows:

1. Understanding the outline and purpose of Japanese Language Training and the entire process and selecting appropriate candidates who would like to receive training in the same field after understanding the purpose of the program.
2. Ensuring that the shortlisted candidates have complete knowledge and adequately trained about domain skills, Japanese language skills (as per the agreement with Supervising Organization), Japanese culture and way of life, necessary to acquire in India, before dispatching the candidate to Japan.
3. Concluding bilateral Contracts or other agreements with Supervising Organizations in Japan, providing pre-dispatch education, pre-departure training and completing all pre departure formalities of candidates within the stipulated time.
4. Funding, coordinating and arranging for travel of trainees to place of employment including travel documents.
5. Reviewing the status of technical intern trainees after their arrival in Japan. While technical intern trainees are staying in Japan, carrying out liaison and coordination with their families in their countries to support technical intern trainees.
6. In order to utilize the skills acquired in Japan, support to find a job after returning to their countries. Endeavour to receive and follow-up on technical intern trainees after they

return to their home countries so that they can contribute to the development of local industries using the skills that they have acquired in Japan.

7. Reporting regularly the sending status of technical intern trainees to the concerned authorities.

8. Adhering to all other guidelines/ rule or regulations that are released with reference to TITP

#### **4.2: Approved Standards of the Training Agency:**

The agency will meet all of the following standards:

1. To appropriately select and send to Japan only those candidates who are motivated to engage in Japan language training with the understanding of the objectives of the Japan language learning and serving in Japan at old age health sector.
2. To ensure that no commissions and any other fees are to be collected from ‘trainee candidates’.
3. To respond to the emerging needs of Japan with regard to the caretaker and healthcare services for senior citizens.
4. As for the agency and its board members, if they had been sentenced to imprisonment or more severe penalty in Japan, India or any other countries, at least five years have elapsed after the penalty had been completed or the penalty had been exempted from the execution.
6. To carry out any projects in accordance with the laws and regulations of India.
7. As for the agency and its board members, to have never conducted any of the following acts within the preceding five years:
  - a) In connection with training, managing money or other properties of trainees and candidates, their relatives or other persons concerned, regardless of any reasons such as collecting deposits or any other purposes;
  - b) Concluding any contracts that impose monetary penalties or that expect undue transfer of money or other properties, for the violation of the contracts in relation to technical intern training;
  - c) Human rights infringements against trainees and candidates such as assaults, intimidations, and restrictions of freedom; and
  - d) With regard to the procedures of the Training Program as well as the immigration program in Japan, to use or provide forged, altered or false documents, pictures or drawings with the intention of obtaining permissions fraudulently.

8. In coordinating applications for language training to Japanese supervising organizations, to confirm that trainees and candidates, their relatives or other persons concerned have never been involved in the acts set out in (a) and (b) of (7).

9. Acknowledging the importance of addressing disappearance of trainees, to cooperate with Japanese Supervising Organizations and to make efforts in order to trainees from disappearing.

10. To have the necessary capacities to appropriately coordinate applications for the training to Japanese Supervising Organizations.

#### **4.3: Expected Outcomes:**

1. Improvement in economic status by providing jobs at Japan
2. Reduction in Unemployment.
3. Changes in the beliefs of people and changes in social status of people.
4. Poverty Alleviation.
5. Higher level of Financial Inclusion.
6. Increased Standard of the families.
7. Remittance sent from abroad will
  - i. Increase the nation's GDP.
  - ii. Result in poverty reduction.
  - iii. Employment generation.
  - iv. Increase household income.
  - v. Increase overall capital formation in the nation.

**4.4: Proof of Employment:** The Agency should provide adequate proof of employment to IIM Shillong. The proof of regular wage employment will be demonstrated by:

- a) Salary slip from the Human Resources / Concerned Employing Department, or receiving organization
- b) Certificate issued by the employer indicating remuneration paid and counter signed by the employee or
- c) the bank statement indicating that remuneration has been paid by crossed demand draft or money transfer etc.

#### **4.5: Maintenance of Accounts and Project Monitoring:**

- a) The Agency will submit invoices as per the defined formats or online reporting.
- b) Payments will be made by IIM Shillong to the Agency on the invoice raised and as per deliverables in the Contract Agreement.
- c) IIM Shillong will maintain the accounts for the amount received and released by it to Agency and further for implementation of the training.

#### 4.6: Project Monitoring and Reporting:

1. IIM Shillong will monitor the implementation of the project on the format defined for the project and will incorporate the corporates feedback on the same. IIM Shillong will lay down a time line for each of the milestones defined in the scheme in the physical and financial format wherever possible and will structure the action plan on quarterly basis for the Supervising Organisation (SO). Milestones may be regarding submission of proposal, their evaluation, approval, visit by SO, selection of potential trainees, different phases of training, placement etc.

2. IIM Shillong will review quarterly progress reports and may advise or suggest such measures, as deems fit, from time to time to ensure proper execution of the project.

3. The following reports are to be submitted to CAO, IIM Shillong:

a. Inception report: after two months- sharing the details of the supply demand mapping, potential interested industries with job roles, anticipated training and potential placement numbers and minimum expected salary levels

b. 12 month activities plan, technology support etc.

c. Monthly progress report: 12 status of the work as per inception report and plan)

d. Quarterly reports: 4 consisting of the industry MoUs closed, number of trainees under training and placement, etc., and

e. Closure report with final list of student details placed, results from industry in terms of employment days and the case studies as icons - 04 hard copies coloured and an electronic editable copy (b) to (d) are to be submitted on the 7th working day of every month.

**4.7: Place of Supply:** The agency shall have to operate the centre at the following address:

a. Guwahati, Assam

b. Imphal, Manipur

c. Aizawl, Mizoram

**4.8: Duration of Contract:** The contract between IIM Shillong and the agency shall be for a minimum period of 1 years, which will be extendable for a further period of 1 year if services are found satisfactory and on mutual agreement between the parties. If performance of the agency is found unsatisfactory, IIM Shillong reserves the right to cancel the work order without providing any necessary explanations.

**4.9: Key Resources:**

Sl. no.	Type of Manpower	Nos	Educational Qualification
1	Japanese Language and Soft Skill	1	Post-Graduate with at least JLPT (Japanese-Language Proficiency Test) Level N1



			qualified by an institute recognized by Embassy of Japan in India.
2	Japan Faculty (part time support acceptable via video conference)	1	Native Japanese with University degree from Japan
3	Japanese coordinator (part time support, acceptable via video conference)	1	Native Japanese (preferable) to support in liaison with Japanese Supervising and Implementing Organization
4	Operations and Mobilization Lead	1	Post Graduate in Social Work/Developmental Studies

#### 4.10 Payment schedule

- Payment will be made as per the following schedule.

Sl no.	Stage of Payment	Payment % of Fee quoted
1	On completion of 1 month of Course	20%
2	On completion of 3 months of Course	20%
3	On completion of 6 months of Course	20%
4	On completion of 10 months of Course	20%
5	After Assessment	10%
6	After Placement	10%

- Payment will be made based on the actuals number of students undertaking the course. The payment calculation for per student as follow:  
**Total fees payable = Number of Students undergoing the course × Quoted Fees for per students × Stage of Payment percentage**
- Payment will be made based on progress report after the evaluation by Institute.

#### 05: Infrastructure Requirement:

##### 5.1: Infrastructure for Training Centre Classrooms

1. Student desks with long writing table- min 25 (preferred 30).
2. White Board with stands – 2 (4ft x 3ft).
3. 63”-70” 4k, smart LED TV for the online classes.
4. Logitech two-way webcam for the TV and USB presenter.
5. Laptop for connecting to TV, as well all software and accessories eg. Cables, Power Points, etc.
6. Room should be well lit, airy, cool in summers as well have good acoustics so that the sound does not echo, and the classes are both audible and clear. No external disturbance during the classes.

7. Arrangements for drinking water, toilet, tea, coffee, refrigerator and other basic amenities so that the candidates are in a comfortable environment.
8. Shoe rack etc. as classroom entry will be without shoes.
9. High speed internet services one main and one back up (2 service providers).
10. House-keeping of the above area – dusting, cleaning and mopping, etc.
11. Wifi access in the classroom supporting 50 or more clients.

## **5.2: Infrastructure for Hostel**

1. Single beds/Bunk beds with mattress and pillow (Bed sheet, pillowcase, blankets, towels, etc. by the student). Mosquito nets in case that is a requirement.
2. Adequate lighting, fans and other basic amenities for the comfort of the students.
3. Toilet and bath facilities with running water and availability of hot water if required.
4. Area for washing and drying clothes and also a iron and ironing board.
5. Dining area for the meals with area for washing serving dishes and crockery. Storage facility for the crockery required.
6. Pantry area with an electric kettle for self-use by students for tea, coffee, Maggi, etc.
7. House-keeping of above area – dusting, cleaning and mopping, etc.
8. Food includes all three major meals and evening tea etc. (menu to be decided and planned)

## **5.3: General Requirements**

1. Management of the candidates including upkeep, discipline and attendance, etc. (basically, role of hostel warden).
2. The facility and infrastructure should be kept neat and tidy as we will be under the scanner of state govt., central ministries and also Japan embassy and Japan foundation, etc. also, we will have to bring in potential Japanese employers to see and observe the training.
3. Room for storage of books, stationery, discussions between teachers, office room, etc.

## **5.4: Training Partner requirements:**

1. Must be a legal entity registered in India as a company, partnership firm, limited liability partnerships, society, trust, etc.
2. Must have adequate financial capability to execute the training program and also experience in the field for training in Japanese language. The financial and experience criterion will not be applicable in case of Startups registered with DIPP as per the Ministry of Micro, Small and Medium Enterprise Policy Circular No. 1(2)(1)/2016 MA Dt. 10<sup>th</sup> March 2016 and various other State Govt. as per Start Up India.
3. Should be a sending organization (standalone/or part of a consortium) empaneled with NSDC. Preference will be given to those with a Japanese partner in the consortium.

4. Should have MOU/Agreement in place with Japanese organizations/HR Companies who have agreed to work with the bidder in placing the candidates who are qualified for placement as per Japanese standards.
5. Should have operations/establishment in the North East Region, experience of the region and capability to mobilize and counsel the candidates of the region covering all the states of the region.
6. Should have trained candidates in Japanese Language and Culture over the last 3 Years and also in some livelihood domain.
7. Should have complete understanding of the programs, experience of working with Japan directly or through associates and have prospective linkages in Japan.

**5.5: Candidates Selection Criteria & No. of Candidates:**

Below can be the selection criteria for choosing the suitable candidates:

1. Academic background – graduation (polytechnic/diploma/bachelor of engineering/nursing or any other qualification with min High School (class 12 passed).
2. Psychometric ability – the candidate should pass through assigned psychometric test to ensure his/her capability and intention to learn Japanese language.
3. Functional/Technical Skill (good to have) – should be checked.
4. Communication & Aptitude: Moderate proficient in English (subjected to evaluation) and Moderate aptitude skill (subjected to evaluation); quick learner/flexible to upgrade skill.
5. The proposed number of candidates to be trained in this Japanese language training program is 100 candidates per year.

**06: Checklist of Submitted Documents as Per Eligibility Criteria and Technical Specification:**

*NOTE: Copies of all supporting documents by the bidder in support of below mentioned particulars must be attached along with this checklist*

Sl No.	Particulars	Details/ Compliance (Y/N)	If Submitted mention Page No.	Remarks
1.	Proforma for submission of offer letter of e - tender document, declaration and bidder details As per <b>Annexure – I</b>			
2.	Copy of Permanent Account Number (PAN)			
3.	Copy of GST Registration Certificate			
4.	Bidder's Annual Average Turnover Rs 50 lakhs during last five years ending March 2022.			

	<i>(Copy of Chartered accountant certificate to be attached)</i>			
5.	List of major clients from Government Dept./Public Sector Undertaking /Autonomous Body and reputed commercial organizations. (Copies of Work orders and Completion certificates to be attached)			

**09: Financial Bid:**

1. The bidders should download the BOQ.xls from CPP Portal and fill in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BOQ in .xls format. The Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
2. A sample BOQ is placed herewith in excel sheet format.
3. If any column is not applicable, keep the sheet as it is or quote '0'. The BOQ is in excel sheet, as such only number will be taken calculable.

**Sample Financial Bid:**

<b>Tender Inviting Authority: Director, IIM Shillong</b>					
<b>Name of Work: Appointment of Agency for Providing Japanese Language Training Program for Creating Livelihood through Placement Opportunities in Japan for Youth of Northeast India at IIM Shillong</b>					
<b>Contract No:</b>					
<b>Name of the Bidder/ Bidding Firm / Company :</b>					
<b>PRICE SCHEDULE</b>					
<b>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )</b>					
<b>NUMBER #</b>	<b>TEXT #</b>	<b>NUMBER #</b>	<b>TEXT #</b>	<b>NUMBER #</b>	<b>NUMBER #</b>
<b>Sl. No.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Units</b>	<b>Basic rate in Rs excluding GST</b>	<b>TOTAL AMOUNT Without GST in Rs. P</b>
<b>1</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>13</b>	
1	Fee for appointment of agency for providing Japanese Language Training Program for Creating Livelihood through Placement Opportunities in Japan for Youth of Northeast India at IIM Shillong				
1.01	Per student Fee to be quoted in lump sum for the entire course (inclusive of all cost mentioned in the Scope of Work)	1	Per student		
	<b>Total in Figures</b>				
	<b>Quoted Rate in Words</b>				

**9. Bidder's Details:**

<b>1.</b>	<b>Name of the Firm/Agency</b>	
<b>2.</b>	<b>Full address with Pin code, Telephone No/Mobile No. E-mail.</b> Address Telephone/ Mobile no.: Email id:	
<b>3.</b>	<b>Name &amp; Designation of Contact Person</b>  Name  Designation  Telephone/ Mobile no.: Email id:	
<b>4</b>	<b>Registration Details for Constitution of the Firm/ Agency (if any) (Attached copy)</b>	
<b>5</b>	<b>Nature of Business:</b>	
<b>6</b>	<b>a. GSTIN:</b>  <b>b. PAN:</b>	
<b>7</b>	<b>Bank Account Particulars:</b> Name of the Beneficiary Bank Account Number Bank's Branch IFS code: Account type (SB/ CA) Name of the Bank Branch name & Address (Please attached a copy of cancelled cheque)	
<b>8</b>	<b>Details of EMD paid:</b> <b>EMD Amount: Rs.</b> <b>Receipt No.</b>	

Signature of the bidder with seal

**10: PROFORMA FOR SUBMISSION OF OFFER LETTER OF E -TENDER DOCUMENT,  
DECLARATION AND BIDDER DETAILS:**

(THIS "OFFER LETTER" TO BE SUBMITTED IN BIDDER'S LETTER HEAD)

Ref no.

Dated:

To  
The Chief Administrative Officer  
IIM SHILLONG  
Umsawli, Shillong – 793 018.

**Sub:** "Appointment of Agency for Providing Japanese Language Training Program for Creating Livelihood through Placement Opportunities in Japan for Youth of Northeast India at IIM Shillong." *against Tender No:* **Dated:**

1. In reference to above, I/We are enclosing our irrevocable tender for execution of the work "**Appointment of Agency for Providing Japanese Language Training Program for Creating Livelihood through Placement Opportunities in Japan for Youth of Northeast India at IIM Shillong.**" as per tender document within the time schedule mentioned therein and accepted by me/us, at the value quoted by me/us for the whole works/ supply/ service in accordance with terms and conditions, specifications as detailed in the tender document. Having examined the detail given in Tender Notice and Bid Document for the above works/supply/service, I/We hereby submit the relevant information.
2. I/We had paid the EMD or I/ We are exempted being MSME registered firm. A valid certificate is enclosed.
3. I/ We had read entire tender documents and unconditionally accept all the terms and conditions laid down in the Tender document.
4. I/We enclose herewith documentary evidence of my/our experience of execution of work/ supply/ service of similar nature and magnitude carried out by me/us as per the eligibility criteria along with the other documents mentioned in the tender document.
5. I/ We confirm and declare that we are not blacklisted/ debarred/ de-registered by any Government department/ Public Sector Undertaking/ Autonomous bodies or any other agency for which we have executed/ undertaken the works/ supply /services during the last 5 years.
6. It is certified that all the information given hereby as well as in the enclosed eligibility bid documents are correct to the best of my knowledge and believe. It is also understood that I/We shall be liable to be debarred, disqualified in case any information furnished by me/us found to be incorrect.

Date:

**Name of the Bidder with Address:**

Name:

Address:

Signature of Bidder(s), with the seal of Firm