



भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY GUWAHATI

आमबारी, गोपीनाथ बोरदोलोई (जी.एन.बी.)मार्ग, गुवाहाटी-781001, भारत
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Ref No:- TEQIP-III/2018/iiit/CQS/53/4041
Date:- 25.01.2018

Expressions of Interest
For Providing On-campus Professional Counselling Services at IIIT GUWAHATI

The Government of **India** has *applied for/availed* a credit/loan from International Development Association (IDA), and the International Bank for Reconstruction and Development (IBRD) and intends to apply part of the loan/credit proceeds to make payments under the contract for the following services:

On-campus Professional Counselling Services

The **Technical Education Quality Improvement Programme [TEQIP]-Phase III** Project now invites eligible Consultants to indicate their interest in providing the services. A Consultant will be selected in accordance with the procedures set out, in the World Bank's Guidelines: Selection of Employment of Consultants by World Bank Borrower (current edition). Interested Consultant may submit "Expression of Interest" in a sealed envelope clearly superscripted as Expression of Interest for "**On-campus Professional Counselling Services**" and may obtain further information about the services, procedures for submitting the EOI etc. at <http://www.iiitg.ac.in/>

Expressions of Interest must be delivered to the address below on or before dated 06.02.2018 up to 03.00 p.m.

The Director
Indian Institute of Information Technology Guwahati
G.N.B. Road, Ambari, Guwahati, Pin-781001
E-mail: snpoffice@iiitg.ac.in

Sd/-
Gautam Barua
Director, IIIT Guwahati

INVITATION FOR EXPRESSION OF INTEREST (EOI)

for

**Engagement of Consultancy Firm(s) for
Providing On-campus Professional Counselling Services**

at

IIIT GUWAHATI

Last Date of Submission of EOI Proposal	: 6 th February, 2018 up to 3.00 p.m.
Opening of EOI Proposal	: 6 th February, 2018 at 3.00 p.m.
Power Point Presentation/ Video Conference	: 7 th February, 2018 [Time: 01.30am-3.30pm]



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY GUWAHATI



भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी

Indian Institute of Information Technology Guwahati

Sub: Expression of Interest (EOI) for Engagement of Consultancy Firm(s) for Providing On-campus Annual Professional Counselling Services

Please note: This is not a Request for Proposal (RFP) and commercials are not to be submitted with EOI.

Indian Institute of Information Technology Guwahati is planning to provide Professional Counselling Services primarily for its students but which may also be availed by members of faculty and staff of IITG and their family members.

IIT Guwahati invites sealed Expression of Interest (EOI) from reputed company/organization/firm having experience in the planning for Providing On-campus Professional Counselling Services.

The complete document can be downloaded from Institute website www.iiitg.ac.in (Link: Tenders). There is no EOI submission fee.

Interested applicants are requested to send their EOI under a sealed envelope superscribed with **"Expression of Interest (EOI) for Engagement of Consultancy Firm for Providing On-campus Professional Counselling Services to the Students, Faculties and Staffs"**, by post or handed over to the Office of the Director, IIT Guwahati on or before the last date mentioned above. Any corrigendum/addendum shall only be published on the Institute Website only.

As part of short listing exercise, prospective service providers will be required to make a short presentation through PPT or through video conferencing not exceeding 15 minutes on their company/ organization/firm, expertise, experience and proposed solution for providing services to IIT Guwahati Students, Faculties and Staffs before a Committee on 7th February, 2018 from 1.30p.m to 03.30p.m in the Conference Room, IITG.

Based on the acceptable solution presented, Request for Proposal (RFP) may be issued to service providers for submission of two (02) part (Part A: Technical and Part B: Commercial) offers.

The Institute reserves the right to issue RFP to service provider, if deemed eligible and qualified, based on the evaluation of the EOI submitted by the company/ organization/firm and their presentations, etc. The decision of the Institute in this regard shall be final.

The Director, Indian Institute of Information Technology Guwahati reserves the right to accept/ reject any or all the EOI without assigning any reason. The Institute also reserves the right to amend the scope of the work at any point of time. Any attempt on the part of any company/ organization/firm to influence, negotiate directly or indirectly with the Institute will lead to exclusion from consideration.

Director, IIT Guwahati

1. INTRODUCTION & BACKGROUND

Indian Institute of Information Technology Guwahati (IIITG) is an institution of National Importance under an Act of Parliament (THE INDIAN INSTITUTES OF INFORMATION TECHNOLOGY (PUBLIC-PRIVATE PARTNERSHIP) ACT, 2017). It offers B.Tech courses in Electronics and Communication Engineering (ECE) and Computer Science Engineering (CSE), and has PhD programmes in ECE, CSE, Mathematics, and Humanities and Social Sciences (HSS). IIITG started operations in August 2013 with B. Tech programmes in CSE and ECE. The first batch of B. Tech students completed their programme in May 2017. PhD programmes were introduced in 2015. IIIT Guwahati stands tall for its excellence in Academics and Research with top class faculty, staffs and students.

The proposed Counselling Centre at IIIT Guwahati will be involved in individual consultation, crisis intervention, group counselling, psychiatrist services and outreach to the students of the Institute and may extend to members of faculty and staff and their family members.

2. BRIEF SCOPE OF SERVICES FOR CONSULTANT

The Institute is planning to outsource Mental and Behavioral Health Services relating primarily to students (and extendable to faculty and staff of IIITG) to a company/ organization/firm which is professionally competent to provide counselling services in large multi-cultural academic Institutions of repute such as IIITs. The company/ organization/firm will have to provide counselling services through competent mental and behavioral health service providers to students of the Institute by deputing Professional Counsellors at IIIT Guwahati Campus. Services may also be availed by members of faculty and staff and family members.

Basic Services Requirement may include:

- De-addiction
- Depression
- Trauma
- Relationship stress
- Career stress
- Academic pressure
- Peer relationships
- Anger Management etc.

The company/ organization/firm has to depute professional counsellor(s) at IIIT Guwahati initially for eight hours a week (a session of four hours; twice a week). This is subject to change accordingly as and when stipulated by the Institute.

Additionally, the company/ organization/firm must also provide ancillary support services on Counselling such as:

- i) Conducting Workshops periodically on above and other focus areas
- ii) Helping in honing soft skills of students etc.

3. COMPANY/ ORGANIZATION/ FIRM INTERESTED TO PARTICIPATE SHOULD MEET THE FOLLOWING MINIMUM ELIGIBILITY CRITERIA:

Important: Any company/ organization/firm must submit the documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter head duly signed with official seal, to be submitted with the EOI proposal.

A company/ organization/firm shall have and should (provide/submit):

- a. Minimum 1 (one) year of experience in providing Professional Counselling Services as on EOI submission deadline.
- b. Experience of having successfully provided / currently providing, at least one (01) Professional Counselling Services of similar nature in any large multi-cultural educational institution of repute in India during last 03 (Three) years as on EOI submission deadline.
- c. Proof of Registration under relevant law, such as Companies Act, and / or Shops & Establishment Act or Trade License from appropriate authority etc.
- d. Copies of PAN Card, GST Registration Certificate.
- e. Filled in declaration as per the format enclosed.
- f. Copy of the complete EOI document with signature and seal in each page as a token of acceptance of all the terms & conditions of the EOI.
- g. Abide by Non-Disclosure/ Confidentiality Agreement in the event of selection.

4. EOI SUBMISSION FEE

There is no EOI submission fee.

5. CORRESPONDENCE AND EOI SUBMISSION ADDRESS

For any query pertaining to this document, correspondence may be made to:

The Director

Indian Institute of Information Technology Guwahati

GNB Road, Ambari, Guwahati-781001

e-mail- snpoffice@iiitg.ac.in

Phone No. (0361) 2630015

DRAFT LETTER FOR SUBMISSION OF EOI

From: (The name & address of the company/ organization/firm)

To
The Director
Indian Institute of Information Technology Guwahati
G.N.B Road, Ambari
Guwahati - 781001,
Assam, India.

Sub: Submission of EOI for Engagement of Consultancy Firm for Providing On-campus Professional Counselling Services at IIIT Guwahati

Sir,

Having examined the details given in Notice/Advertisement and EOI document for the above work, I/We hereby submit the EOI document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied and accompanying statements are true and correct.
2. I/We have carefully read and understood all the terms and conditions of the EOI and hereby convey my acceptance of the same.
3. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply. The information/ documents furnished along with the above application are true and authentic to the best of my / our knowledge and belief.
4. I/We also authorise the Authority to approach individuals, employers, firms and corporation to verify our competence and general reputation.
5. I/We shall abide by the rules & regulations of the Institute in regard to the selection process of the agency and the final decision.
6. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.
7. I/ we agree to enter into a Non-Disclosure/ Confidentiality Agreement with respect to the proposed EOI for Appointment of Consultancy Firm for Providing Professional Consultancy Services at IIIT Guwahati and also ensure full Confidentiality in this regard.

(Signature of the applicant(s) with full address, date and office seal)

Annexure:

1. Form A
2. Form B
3. Form C
4. Form D
5. Document giving all relevant details of the Bidder.

FORM - 'A'
ORGANISATIONAL STRUCTURE

- 1) Name & Address of the applicant with Telephone No. / Fax No. / E mail
- 2) a) Year of Establishment
b) Year of commencement of business
- 3) Legal status of the applicant (attach copies of original document defining the legal status)
 - a) A proprietary firm
 - b) A firm in partnership
 - c) A limited company or Corporation
 - d) Any other
- 4) Particulars of registration with various Government bodies (attach attested photo-copies)

<u>Organization / Place of registration</u>	<u>Registration No.</u>
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 - i)
 - ii)
 - iii)
- 5) Names and Titles of directors' or partners and officers with Designation with organisation chart
- 6) Designation of individuals authorized to act on behalf of the organization.
- 7) Was the applicant required to suspend any project for a period more than six months continuously after commencement of planning? If so, give the name of the project and reasons of suspension of project.

- 7) Has the applicant or any constituent partner in case of-partnership firm, ever abandoned the awarded project before its completion? If so, give name of the Project and reasons for abandonment.

- 8) Has the applicant or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any organization at any time? If so, give details.

- 9) Has the applicant or any constituent partner in case of partnership firms, ever been convicted by a court of law? If so, give details.

- 10) In which field does the applicant has specialization and interest?

- 11) Details of GST registration & Income tax return, PAN, Cess details etc.

- 12) Any other information considered necessary but not included above.

Signature of agency with seal

FORM - 'B'

DETAILS OF SIMILAR SERVICES COMPLETED DURING LAST THREE YEARS AS ON EOI SUBMISSION DEADLINE

SL. No.	NAME OF PROJECT & LOCATION	DETAILS OF THE PROJECT	OWNER OR SPONSORING ORGANISATION	COST OF PROJECT (LAKH)	DATE OF COMMENCEMENT AS PER CONTRACT	STIPULATED DATE OF COMPLETION	ACTUAL DATE OF COMPLETION	NAME, ADDRESS & TELEPHONE NO. OF OFFICER TO WHOM REFERENCE MAY BE MADE	REMARKS
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)

Signature of Agency with seal

FORM - 'C'
SERVICES UNDER EXECUTION OR AWARDED

SL. NO	NAME OF PROJECT & LOCATION	DETAILS OF THE PROJECT	OWNER OR SPONSORING ORGANISATION	COST OF PROJECT (LAKH)	DATE OF COMMENCEMENT AS PER CONTRACT	STIPULATED DATE OF COMPLETION	UPTO DATE PERCENTAGE OF PROGRESS OF PROJECT	SLOW PROGRESS IF ANY AND REASONS THEREOF	NAME, ADDRESS & TELEPHONE NO. OF OFFICER TO WHOM REFERENCE MAY BE MADE	REMARKS
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Signature of Agency with seal

FORM - 'D'

LIST OF MAJOR / IMPORTANT SERVICES EXECUTED SINCE INCEPTION

SL. No.	NAME OF PROJECT & LOCATION	DETAILS OF THE PROJECT	OWNER OR SPONSORING ORGANISATION	COST OF PROJECT (Lakhs)	DATE OF COMMENCEMENT AS PER CONTRACT	STIPULATED DATE OF COMPLETION	ACTUAL DATE OF COMPLETION	NAME, ADDRESS & TELEPHONE NO. OF OFFICER TO WHOM REFERENCE MAY BE MADE	REMARKS
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)

Signature of Agency with seal