

Management Development Institute Gurgaon

Mehrauli Road, Sukhrali
Gurugram 122007 (Haryana)

Appointment of Consultant firm for Audit of Placement data of the Summer (2022-24 batch) and Final Placement (2021-23 Batch) for PGDM, PGDM-HRM and PGDM-IB, Management Development Institute, Gurgaon (MDI, G)

Management Development Institute Gurgaon (MDI) wishes to engage a consultant firm to undertake the audit of Placement data of the Summer (2022-24 batch) and Final Placement (2021-23 Batch) for PGDM, PGDM-HRM and PGDM-IB programmes.

Tender in the prescribed application form along with enclosures/supporting documents may be submitted to MDI **on or before 5th June 2023, Monday (17:30 hours)**. All relevant document duly signed, needs to be submitted in a sealed envelope to: **The Placement Office, MDI, Sukhrali, Gurugram-122007**

Scope of Work:

The consultant firm engaged by MDI shall undertake the audit and certify the Institute's job placement data of the Summer (2022-24 batch) and Final Placement (2021-23 Batch) for PGDM, PGDM-HRM and PGDM-IB programmes. The consultant firm will verify the data provided by the Institute and will submit the overall audited placement report as well as programme-wise reports, in accordance with the Indian Placement Reporting Standards (IPRS) format. The consultant firm will conduct this exercise in accordance with the IPRS.

Terms and Conditions:

A. Eligibility Criteria:

The applicant firm should have experience in having undertaken similar assignments with some of the top business schools in India.

B. General Conditions:

- (i) The applicant firm should have notable background in offering financial and other related consultancy services to educational institutions.
- (ii) The applicant firm should have the required resources and qualified professionals to undertake such engagements.
- (iii) MDI shall enter into an agreement initially for a period of two years, extendable for further periods, subject to mutually agreed terms.
- (iv) The agreement can be terminated by MDI or the consultant firm by giving one month's notice.
- (v) All services shall be rendered by the Consultant firm, as an independent consultant and that contractual agreement does not create an employer-employee relationship between the Consultant firm and the MDI.
- (vi) The Consultant firm shall undertake to perform the services with the highest standards of professional and ethical competence and integrity. The MDI shall provide such access to its information, property and personnel as may be reasonably required in order to permit the consultant firm and its officers/employees to perform the services.
- (vii) The consultant firm shall not, during the terms of this Agreement disclose any proprietary or confidential information relating to the Services without prior written consent of the MDI.
- (viii) Any studies, report or other material, graphic or otherwise, prepared by the Consultant firm for the MDI under the agreement shall belong to and remain the property of the MDI.
- (ix) The Consultant firm shall not assign or sub-contract any portion of the agreement without the MDI's prior written consent. The Agreement is non-exclusive. MDI is free to consult or engage another consultant also in the area of expertise of Consultant.
- (x) The MDI reserves the right to reject any responses to the tender without assigning any reason.

Note:

The person/firm/company black-listed by other Government Organizations/autonomous bodies will not be considered for appointment. Tenders not received in the prescribed format will be summarily rejected.

TECHNICAL BID (Submit relevant documents along with the bid in hard copy)

1.	Name of the Consultant firm	:	
2.	Registered Office address	:	
3.	Communication Address with PIN (with e-mail and contact details)	:	
4.	Contact Persons (with Mobile Number and e-mail id)	:	(a)
		:	(b)
5.	Date of Establishment:	:	
6.	Nature of firm (Proprietorship / Partnership / LLP / Private Limited / Limited Company) (Attach copy of Certificate of Incorporation)	:	
7.	Permanent Account Number (PAN)	:	
8.	GST Number	:	
9.	Total Number of Experience (in years) in financial Consultancy, etc	:	
10.	Details of total Number of similar consultancy projects in hand and/or executed earlier.	:	

FINANCIAL BID

(A)	Consolidated Consultancy Charges (per annum)	:	Rs _____ (in figures)
		:	Rupees _____ (in words)
(B)	Applicable Taxes (Percentage)	:	
(C)	Payment Schedule	:	

Signature with Stamp