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|  | INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai -600 036 |  |
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Tender No. IITM/CCASH/0002/2025

Date: 13.06.2025

Dear Sir/Madam,

On behalf of the Indian Institute of Technology Madras, Tenders are invited in two bid system namely technical bid and financial bid from the service providing agency for the **training on Prevention of Sexual Harassment at IIT Madras**.

Conforming to the specifications enclosed.

Tender Documents may be downloaded from Central Public Procurement Portal <https://etenders.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <https://etenders.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at **"Help for contractors"**. [Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this e-Procurement Portal"].

Bidders can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Madras tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <https://etenders.gov.in/eprocure/app> as per the schedule attached.

No manual bids will be accepted. All tender documents including Eligibility Criteria and Financial bids should be submitted in the E-procurement portal.

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| 1 | LAST DATE for receipt of Tender | : | 24.06.2025 before 02.00 p.m. |
| | Pre-Bid Meeting | | <p>The pre-bid meeting will be conducted via Google meet on 18.06.2025 @ 10 a.m.</p> <p>Please see the below link to join the meeting: https://meet.google.com/btn-ucwf-kbe</p> <p>Prospective bidders are requested to register their participation by sending an email to poshtraining@smail.iitm.ac.in, with name / designation of the representative who will attend the meeting along with queries on or before 16.06.2025.</p> |
| | Date & Time of opening of Tender | : | 25.06.2025 @ 03.30 pm |
| | Technical Presentation | : | Date for Presentation will be intimated later to the technically qualified bidders. |

**GUIDELINES FOR TENDER SUBMISSION IN CENTRAL PUBLIC PROCUREMENT PORTAL
(E-PROCUREMENT MODE)**

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| A | निविदा की प्रस्तुति / Submission of Tender | <p>: As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal URL: https://etenders.gov.in/eprocure/app</p> <p>The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.</p> <p>More information useful for submitting online bids on the CPP Portal may be obtained at: https://etenders.gov.in/eprocure/app .</p> <p>All tender documents including Bidder Eligibility Criteria, Technical Bid & Financial Bid should be submitted separately in online CPP portal as per the specified format only. Right is reserved to ignore any tender which fails to comply with the above instructions. No manual bid submission is entertained.</p> |
| B | ऑनलाइन बोली जमा के अनुदेश / Instructions for online bid submission | <p>: REGISTRATION</p> <ul style="list-style-type: none"> • Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal URL:https://etenders.gov.in/eprocure/app by clicking on “Online Bidder Enrollment”. Enrolment on the CPP Portal is free of charge. • As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts. • Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal. • Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.) https://etenders.gov.in/eprocure/app with their profile. • Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. • Bidder then may log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken. |

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| C | निविदा दस्तावेज़ की खोज / Searching for tender documents | : | <ul style="list-style-type: none"> • There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal. • Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tender” folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document. • The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk. |
| D | बोली की तैयारी / Preparation of bids | : | <ul style="list-style-type: none"> • Bidder should take into account any corrigendum published on the tender document before submitting their bids. • Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid. • Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option. • To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. |
| E | बोली की प्रस्तुति / Submission of bids | : | <ul style="list-style-type: none"> • Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. • The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document. |

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| | | | <ul style="list-style-type: none"> • Bidder has to transfer the EMD as applicable by online mode only. The EMD should be transferred on or before the closure date and time of the tender. If the EMD is not transferred before the closure date and time, the tender will be summarily rejected. The proof of transfer has to be submitted in the Bidder Eligibility Criteria. Otherwise, the tender will be summarily rejected. • A standard BOQ format has been provided in Annexure-C with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as name of the bidder). If the BOQ file is found to be modified by the bidder, the bid will be rejected. • The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission. • The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues. • The uploaded tender documents become readable only after the tender opening by the authorized bid openers. • Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details. • Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet. |
| F | बोलीदाताओं के लिए सहायता Assistance to bidders | : | <ul style="list-style-type: none"> • Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. • Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4200462, 0120-4001002, 0120-4001005] |
| G | बोलीदाताओं के लिए सामान्य अनुदेश / General Instructions to the Bidders | : | <ul style="list-style-type: none"> • The tenders will be received online through portal https://etenders.gov.in/eprocure/app. In the Technical Bids, the bidders are required to upload all the documents in pdf format. • Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through https://etenders.gov.in/eprocure/app |

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| | | | <ul style="list-style-type: none"> Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site https://etenders.gov.in/eprocure/app under the "Information about DSC". |
| H | बयाना जमा ईएमडी / Earnest Money Deposit (EMD) | : | <ul style="list-style-type: none"> EMD of INR 45,000 (Rupees Forty Five Thousand only) should be transferred through NEFT/RTGS to the following bank account on or before due date 24.06.2025 before 2:00 p.m. <p> Name : The Registrar, IIT Madras Bank : State Bank of India Account No. : 10620824305 Branch : IIT MADRAS IFSC CODE : SBIN0001055 </p> As per O.M. No.F.1/2/2022-PPD Dated 01.04.2022, the EMD will be returned to unsuccessful Bidder(s), within 30 days after declaration of result of first stage i.e. technical evaluation etc. The EMD shall be forfeited if any Bidder withdraws the offer before finalization of the tender. The EMD amount should not be sent through DD. Non submission of EMD details on or before the due date and time will result in rejection of the e-bid. As per Rule 170 of GFR 2017, exemption of EMD will be given subject to submission of undertaking by the firm seeking such exemption. Copies of relevant orders/ documents regarding such exemption should be submitted along with the tender document The successful bidder shall submit a Performance Guarantee of 3% of the bid amount in the form of Demand Draft/FDR/BG (Including e-Bank Guarantee)/Insurance Bond in favour of "The Registrar, IIT Madras" to be obtained from any commercial bank within 14 (fourteen) days from the date of issue of Order by IIT Madras, which would be released 60 days after the successful completion of the warranty period after the adjustment dues, if any without interest. In case of successful bidder, the EMD will be adjusted towards the Performance Security Deposit on request, subject to validity. The amount of EMD is liable to be forfeited, if the bidder withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit. |

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| I | तकनीकी बोली पर मार्किंग / Marking on Technical Bid | <ul style="list-style-type: none"> • The Bidder Eligibility Criteria of the item for this tender is given in Annexure-A. The Bidder shall go through the Bidder Eligibility Criteria and submit Technical bid in the proforma given in Annexure-B in the tender document along with the supporting documents. • The Technical bid should be submitted in pdf format only through online (e-tender). No manual submission of bid is entertained. • The technical bid should have the page-wise heading as “Technical Bid” and Page No. in all pages with seal and signature at the last page of the documents. • The technical bid should consist of <ol style="list-style-type: none"> a) Document proof for EMD payment b) Technical Compliance Sheet as per Proforma given in Annexure-B c) Document proof for Bidder Eligibility Criteria along with catalogue/brochure and other technical, commercial terms and conditions. |
| J | वित्तीय बोली पर मार्किंग Marking on Financial Bid | : Financial bid should be submitted in the prescribed proforma format given in Annexure-C as per BOQ in XLS format through e-tender only. No manual or other form of submission of Financial Bid is entertained. |

निविदा के निबंधन व शर्तें **TERMS AND CONDITIONS OF TENDER**

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| 1 | निविदा की तैयारी / Preparation of Tender: <ul style="list-style-type: none"> • The bids should be submitted through online only in two bid system i.e. Technical Bid and Financial Bid separately. • The bidder has to submit the tender document duly signed on all pages by an authorized person and his / her full name and status shall be indicated below the signature along with official seal/stamp of the firm. Submission of wrong / forged information / document will be liable to legal action, and rejection of the bid submitted by the firm. • The bids of the agency/firm/company not in possession of valid statutory license / registrations are liable for rejection. • If any relative of the bidder is an employee of the IIT Madras, the name, designation and relationship of such employee shall be intimated to the Registrar, IIT Madras in writing while submitting the bid. • No bidder will be allowed to withdraw / alter / modify the bid during the bid validity period. |
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| 2 | <p>निविदा पर हस्ताक्षर/ Signing of Tender:</p> <ul style="list-style-type: none"> The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and terms and conditions enclosed herewith. Each page of the bids is required to be signed and bear the official seal of the Bidders. If the application is made by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application. If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Notary Public. |
| 3 | <p>वह अवधि जिसके लिए ऑफर खुला रहेगा Period for which the offer will remain open:</p> <p>The Tender shall remain open for acceptance/validity till: 120 days from the date of opening of the tender. However, the day up to which the offer is to remain open being declared closed holiday for the Indian Institute of Technology Madras, the offer shall remain open for acceptance till the next working day.</p> |
| 4 | <p>कीमत/ Prices:</p> <ul style="list-style-type: none"> The prices quoted must be Nett considering all scope of work, terms & conditions. The prices quoted by the Bidders should be inclusive of GST and other travel and accommodation expenses. All conditional tenders and tenders with prices quoted on a variable basis will be rejected straightaway |
| 5 | <p>निबंधन व शर्तें/ Terms and Conditions:</p> <p>Failure to comply with any of the instructions stated in this document or offering unsatisfactory explanations for non-compliance will likely to lead to rejection of offers.</p> |
| 6 | <p>स्वीकृति का अधिकार / Right of Acceptance:</p> <p>IIT Madras reserves the right to reject the whole or any part of the Tender without assigning any reason or to accept them in part or full.</p> |
| 7 | <p>स्वीकृति की सूचना / Communication of Acceptance:</p> <p>Letter of Intimation and acceptance will be communicated by post to the successful bidder to the address indicated in the bid.</p> |
| 8 | <p>Duration of the contract:</p> <ul style="list-style-type: none"> Initially, the contract will be awarded for one year commencing from the date of issue of Purchase Order. The period may be further extended annually up to a maximum of another two years on annual basis subject to the bidder agreeing to the same rate and depending on the satisfactory performance to be reviewed by the Monitoring Committee periodically. |

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| 9 | Payment Terms: <ul style="list-style-type: none"> At the end of any month during the agreement period, the Selected Bidder shall raise invoice for that month before the 10th of next month. The invoice be supplemented with the required monthly reports (and presentations, if required by the Institute) on the trends of the program and usage to determine feedback of the training program. Invoice shall be raised only on completion of milestones of the training as specified in the scope of this work. |
| 10 | All information including selection and rejection of technical or financial bids of the prospective bidders will be communicated through e-Tender portal. In terms of Rule 173(iv) of General Financial Rule 2017, the bidder shall be at the liberty to question the bidding conditions, bidding process and/or rejection of bids. |
| 11 | Conditions of contract: Bidder should quote on the basis of the conditions referred to in the invitation to tender and tender papers. |
| 12 | बोलीदाता को इस निविदा के साथ जमा करना होगा / Bidder shall submit along with his Tender: Name and full address of the Banker and their swift code and PAN No. and GSTIN number. |
| 13 | Institute shall not entertain any other claims over and above cost specified in the Financial Bid such as Professional Charges, Out of Pocket Expenses like Travel, Lodging and Boarding, Conveyance, Printing, Administrative Expenses, including related Establishment Cost etc. |
| 14 | क्षेत्राधिकार / Jurisdiction: All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued. |
| 15 | जुर्माना परिसमापन क्षति Penalty & Liquidated Damages / Force Majeure: <ul style="list-style-type: none"> If the selected Bidder fails to complete the due performance of the contract in accordance with the terms and conditions, Institute reserves the right either to cancel the contract or to accept performance already made by the selected Bidder after imposing Penalty on Selected Bidder. A penalty will be calculated on a per week basis and on the same Rate as applicable to Liquidated Damages (LD). In case of termination of the contract, Institute reserves the right to recover an amount equal to 5% of the Contract value as Liquidated Damages for non-performance. Both Penalty and Liquidated Damages are independent of each other and are applied separately and concurrently. Penalty and LD are not applicable for reasons attributable to the Institute and Force Majeure. However, it is the responsibility of the selected Bidder to prove that the delay is attributable to the Institute and Force Majeure. The selected Bidder shall submit the proof authenticated by the Bidder and Institute's official that the delay is attributed to the Institute and/or Force Majeure along with the bills requesting payment. |
| 16 | The bidder shall certify that the tender document submitted by him / her are of the same replica of the tender document as published by IIT Madras and no corrections, additions and alterations made to the same. If any deviation found in the same at any stage and date, the bid / contract will be rejected / terminated and actions will be initiated as per the terms and conditions. |
| 17 | The bidder shall study the tender document, Bidder Eligibility criteria and Scope of work before submitting the bid. |

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| 18 | <p>Bidder Eligibility criteria:</p> <p>Eligibility Criteria – I</p> <ol style="list-style-type: none"> 1. The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per format given in Annexure-D. 2. Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I / Class-II local suppliers should be submitted in the prescribed proforma format as per Annexure-E. <p>Eligibility Criteria – II</p> <ol style="list-style-type: none"> 1. The bidder nor any of its partners has been debarred /involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against the firm or any partner of the Firm before any Court of Law / Police. A self-declaration format given in Annexure-F 2. The agency should have aggregate annual turnover of minimum Rs.13 Lakhs during each of the last 3 years ending 31-03-2024. This should be certified by a chartered accountant - (Necessary Annual accounts statements should be attached). 3. Bidders should have provided/extended similar service to Government institutions/ central autonomous organizations / Higher Educational Institutions or other similar Institutions in the last 5 years' i.e. during 2019-20, 2020-21, 2021-22, 2022-23, 2023-24 in the field of POSH TRAINING services. The bidders should submit the following proofs: <ol style="list-style-type: none"> a. Copies of the work order b. Performance / User certificate 4. The bidder must be an Indian firm/company/ organization registered under the Companies Act, 1956 or a proprietary firm or a firm registered under Partnership Act, 1932. (Consortium of companies not permitted) - Certificate of Incorporation & Registration Certificate showing type of firm should be submitted. <p>NOTE: It is the responsibility of the bidder to provide relevant documents related to the above technical parameters for evaluation. For all parameters, a detailed write-up needs to be submitted (along with the relevant documents), which will be used for evaluation along with tender documents.</p> |
| 19 | <p>बोलियों की संख्या और उनका प्रस्तुतीकरण/ Number of Bids and their Submission</p> <p>The bidders should submit the bids in Two bid system as detailed below: -</p> <p>Bid I Technical Bid</p> |

- The technical bid should consist of, Eligibility Criteria and compliance sheets and proforma in Annexure B along with all relevant documents proof.
- The bidder should go through the scope of work of the tender document, understand the requirement of IITM and submit their technical bid covering the following details along with all relevant document proof in the proformas.
- **The proof attached should be indexed and page numbers of the attached proof should be clearly mentioned in the Technical Bid format**

Bid II Financial Bid

- The financial bid should be submitted in excel format (BoQ) as per the proforma **(Annexure-C)** uploaded in the e-Tender website. The Quoted price should be inclusive of all cost and statutory levies.
- Bidder should quote prices in BoQ only, bids indicating rates anywhere else in the technical bid shall be liable for the rejection of the tender.

20 □□□□□□ □□ □□□□□□□□ / Evaluation of Bids

A. TECHNICAL BID EVALUATION:

Technical Bid evaluation will take place in two stages.

Stage I:

- In the 1st stage, bidder will be evaluated for conformity with Bidder Eligibility Criteria I & II. Bidders who have complied with Bidder Eligibility Criteria I & II alone will be evaluated further for Technical specification.

Stage II:

- In the 2nd stage, only those bidders who have fully complied with Eligibility Criteria I & II will alone be considered for the Technical presentation, to be made before the Tender Committee. The Technical submission and technical presentation together are considered for technical bid evaluation.

The parameter to be considered for Technical presentation and the maximum marks for each parameter of the Technical Bid are as under:

| Sl. No | Technical Evaluation Parameter | Maximum Marks |
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| 1 | Profile of the Dedicated Team Assigned | 30 |
| 1.1 | Number of trainers available for this service | 10 |
| 1.2 | Experience and profile of the Training organization assigned | 10 |
| 1.3 | Profile of the training team assigned and their relevant experience | 10 |
| 2 | Technical Presentation | |
| 2.1 | Qualified bidder will be required to make a presentation of 30 minutes before the Tender Committee based on the preceding parameters. | 20 |

The technical presentation should consist of the proposed training module for IITM based on the scope of the tender. Its salient features and other details in the technical presentation.

The Date, Time & Place for the said presentation will be informed to qualified bidder in advance

Total Marks

50

NOTE: It is the responsibility of the bidder to provide relevant documents related to the above technical parameters for evaluation. For all parameters, a detailed write-up needs to be submitted (along with the relevant documents), which will be used for evaluation along with tender documents.

| Scoring Method | | |
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| Profile of the Dedicated Team Assigned (45 points) | | |
| Criteria | Score | Parameters |
| Number of trainers available for the training | 10 | <p>≥ 5 Trainers: 10 Points</p> <p>≤ 3 Trainers: 5 Points</p> |
| Experience and profile of the Training organization assigned | 10 | <p>≥5 years in Government institutions/ central autonomous organizations / Central Higher Educational Institutions (HEIs): 10 points</p> <p>≥5 years in other organizations: 8 points</p> <p>≥2 but <5 years in Government institutions/ central autonomous organizations / Central Higher Educational Institutions (HEIs): 8 Points</p> <p>≥2 but <5 years in other organizations: 4 points</p> |
| Experience and profile of the trainers in the Team assigned | 10 | <p>≥5 years in Government institutions/ central autonomous organizations / Central Higher Educational Institutions (HIEs): 10 points</p> <p>≥5 years other organizations: 8 points</p> <p>≥3 but <5 years in Government institutions/ central autonomous organizations / Central Higher Educational Institutions (HEIs): 8 Points</p> <p>≥3 but <5 years in other organizations: 5 Points</p> |

After evaluation of technical bid including their technical presentation, the financial bids of only those firms who have **secured a minimum of 35 marks (70%)** in the stage II of Technical Bid evaluation will only be declared as technically qualified for opening of financial bid.

B. FINANCIAL BID EVALUATION

Downloaded from www.bidsources.com

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| | <ul style="list-style-type: none">Financial Bid with the lowest quoted amount (L1) will be assigned a financial score of 100 and other bids will be assigned scores that are inversely proportional to their quoted amount.The Financial bid evaluation will be based on price quoted by the bidder in Financial Bid (BoQ) in Table No.1 (Annexure-C) alone will be taken up for arrival of Lowest Bid (L1) value. Table No.2 (Annexure-C) mentioned in the Financial Bid (BoQ) will not be taken for price bid evaluation.In case of tie, a bidder with higher technical score will be considered for award of work. | | | | | | | | | | | | | | | |
| 21 | <p>Selection of successful bidder and Award of Work</p> <p>The successful bidder will be selected based on assessment of skills, experience, and understanding/analysis of the project scope and cost (QCBS).</p> <p>The total score, both technical and financial, shall be obtained by weighing the technical (70%) and cost (30%) scores and adding them up. The calculation for arriving at the total combined score (Technical and Cost) is given below.</p> <table><tr><td>Marks obtained by a Bidder for the technical bid</td><td>=</td><td>M</td></tr><tr><td>Amount quoted by the lowest bidder</td><td>=</td><td>L1</td></tr><tr><td>Amount quoted by a Bidder</td><td>=</td><td>L</td></tr><tr><td>Points for Financial proposal of the bidder</td><td>=</td><td>$(L1/L) \times 100$ = F</td></tr><tr><td>Combined technical and financial score (H) of the bidder</td><td>=</td><td>$M \times 0.70 + F \times 0.30$ = H</td></tr></table> <p>The combined technical and financial scores of all the bidders will be calculated as above and the bidder who secures the highest combined score (H1) will be selected as the successful bidder.</p> | Marks obtained by a Bidder for the technical bid | = | M | Amount quoted by the lowest bidder | = | L1 | Amount quoted by a Bidder | = | L | Points for Financial proposal of the bidder | = | $(L1/L) \times 100$ = F | Combined technical and financial score (H) of the bidder | = | $M \times 0.70 + F \times 0.30$ = H |
| Marks obtained by a Bidder for the technical bid | = | M | | | | | | | | | | | | | | |
| Amount quoted by the lowest bidder | = | L1 | | | | | | | | | | | | | | |
| Amount quoted by a Bidder | = | L | | | | | | | | | | | | | | |
| Points for Financial proposal of the bidder | = | $(L1/L) \times 100$ = F | | | | | | | | | | | | | | |
| Combined technical and financial score (H) of the bidder | = | $M \times 0.70 + F \times 0.30$ = H | | | | | | | | | | | | | | |
| 22 | <p>TENDERER SHALL SUBMIT ALONG WITH THIS TENDER:</p> <ul style="list-style-type: none">(i) An Income Tax Clearance Certificate (duly countersigned) by the Income Tax Officer of the Circle concerned under Seal of his office.(ii) Proof of having ISO or other equivalent certification given by appropriate authorities.(iii) Name and full address of the Banker and their swift code and PAN No. and GSTIN number.(iv) GST registration proof showing registration number, area of registration etc.(v) All future correspondences of bidder including Invoices should bear the GST No. and Area Code. | | | | | | | | | | | | | | | |
| 23 | <p>The tenderer shall certify that the tender document submitted by him / her are of the same replica of the tender document as published by IIT Madras and no corrections, additions and alterations made to the same. If any deviation found in the same at any stage and date, the bid / contract will be rejected / terminated and actions will be initiated as per the terms and conditions of the contract.</p> | | | | | | | | | | | | | | | |
| 24 | <p>The bidders will not be entertained to participate in opening of Bids. Since the tender is e-tender, the opening of the bids may be checked in the respective logins of the bidders. Technical Presentation will be through video conferencing. Date and time slot for presentation will be intimated to all eligible bidders at a later stage.</p> | | | | | | | | | | | | | | | |
| 25 | <p>The pre-bid meetings will be conducted through online mode. Bidders can submit their queries and doubts to the email id: poshtraining@smail.iitm.ac.in till the “Seek clarification end date” mentioned in the “Schedule of Tender”. Clarification to the queries and doubts raised by the bidders will be issued as a corrigendum/addendum in the e-tenders portal.</p> | | | | | | | | | | | | | | | |

| | |
|----|---|
| 26 | In accordance to the Rule 173 of GFR, 2017 and relevant provisions thereof in Procurement Manuals, 2022, IITM reserves the right to carry out the negotiation process through its purchase/technical committee with L1/H1 (as applicable) bidder to ensure price reasonability before final recommendation to the Competent Authority. The negotiation details, if any, on case to case basis shall be recorded in minutes of meeting suitably for records. |
|----|---|

SCHEDULE OF TENDER

| | |
|--|---|
| Name of Organization | Indian Institute of Technology Madras |
| Tender Type (Open/Limited/EOI/Auction/Single) | OPEN |
| Tender Category (Services/Goods/Works) | Services/Works |
| Type/Form of Contract (Work/Supply/Auction/ Service/ Buy/ Empanelment/ Sell) | Service |
| Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems) | Services for POSH TRAINING at IIT Madras |
| Source of Fund (Institute/Project) | IIT Madras |
| Is Multi Currency Allowed | No |
| Date of Issue/Publishing | 13.06.2025 |
| Document Download Start Date | 13.06.2025 |
| Document Download End Date | 24.06.2025 |
| Pre Bid Meeting | 18.06.2025 @10.00 am |
| Bid Submission Start Date | 19.06.2025 |
| Last Date and Time for Uploading of Bids | 24.06.2025 before 02.00 pm |
| Date and Time of Opening of Technical Bid | 25.06.2025 at 03.30 pm |
| EMD | Rs.45,000/- |
| No. of Covers (1/2/3/4) | 2 |
| Bid Validity days (180/120/90/60/30) | 120 Days |
| Address for Communication | Office of the CCASH 1 ST Floor of Café Coffee Day Next to Department of Management Studies IIT Madras Chennai – 600 036 For Queries: +91- 94985 99700 ccash@zmail.iitm.ac.in |

ACKNOWLEDGEMENT

It is hereby acknowledged that I/We have gone through all the points listed under “Guidelines for Tender submission, Terms and Conditions of Tender and Scope of Services in Appendix-1” of the tender document, the same is abided and agreed to be executed. In case, if the above information is found false, I/We are fully aware that the tender /order will be rejected / cancelled by IIT Madras and the EMD will be forfeited and would be liable for debarment in participating in the tenders of IIT Madras.

Signature of the bidder

Name & Address of the bidder with Office Stamp

BIDDER ELIGIBILITY CRITERIA**SERVICES FOR POSH TRAINING AT IIT MADRAS****Tender No. IITM/CCASH/0002/2025****Eligibility Criteria – I**

1. The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per format given in **Annexure-D**.
2. Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I / Class-II local suppliers should be submitted in the prescribed proforma format as per **Annexure-E**.
3. The bidder nor any of its partners has been debarred /involved / convicted in any criminal case / Economic offence nor any criminal case / economic offence is pending against the firm or any partner of the Firm before any Court of Law / Police. A self-declaration format given in **Annexure-F**

Eligibility Criteria – II

1. The agency should have aggregate annual turnover of minimum Rs.25 Lakhs during each of the last 3 years ending 31-03-2023. This should be certified by a chartered accountant - (Necessary Annual accounts statements should be attached).
2. Bidders should have provided/extended similar types of arrangements to Government institutions/PSUs/autonomous organizations / Higher Educational Institutions or other similar Institutions in the last 5 years' i.e. during 2019-20, 2020-21, 2021-22, 2022-23, 2023-24 in the field of POSH TRAINING services.
The bidders should submit the following proofs:
 - a. Copies of the work order
 - b. Performance / User certificate
3. The bidder must be an Indian firm/company/ organization registered under the Companies Act, 1956 or a proprietary firm or a firm registered under Partnership Act, 1932. (**Consortium of companies not permitted**) - Certificate of Incorporation & Registration Certificate showing type of firm

**SIGNATURE OF BIDDER ALONG WITH
SEAL OF THE COMPANY WITH DATE**

PROFORMA FOR TECHNICAL BID**SERVICES FOR POSH TRAINING AT IIT MADRAS****Tender No. IITM/CCASH/0002/2025****Bidder Eligibility Criteria**

| S.No. | | Compliance (YES/NO) | Reference Page No. | Remarks, if any |
|----------------------------------|--|------------------------|-----------------------|--------------------|
| Eligibility Criteria – I | | | | |
| 1 | The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per format given in Annexure-D . | | | |
| 2 | Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I / Class-II local suppliers should be submitted in the prescribed proforma format as per Annexure-E . | | | |
| 3 | The bidder nor any of its partners has been debarred /involved / convicted in any criminal case /economic offence nor any criminal case / economic offence is pending against the firm or any partner of the Firm before any Court of Law / Police. A self-declaration format given in Annexure-F | | | |
| Eligibility Criteria – II | | | | |
| 1 | The agency should have aggregate annual turnover of minimum Rs.25 Lakhs during each of the last 3 years ending 31-03-2023. This should be certified by a chartered accountant - (Necessary Annual accounts statements should be attached). | | | |
| 2 | Bidders should have provided/extended similar types of arrangements to Government institutions/PSUs/autonomous organizations / Higher Educational Institutions or other similar Institutions in the last 5 years' i.e during 2018-19, 2019-20, 2020-21, 2021-22, 2022-23 in the field of POSH TRAINING services. The bidders should submit the following proofs: a. Copies of the work order b. Performance / User certificate | | | |

| | | | | |
|---|--|--|--|--|
| 3 | The bidder must be an Indian firm/company/organization registered under the Companies Act, 1956 or a proprietary firm or a firm registered under Partnership Act, 1932. (Consortium of companies not permitted) - Certificate of Incorporation & Registration Certificate showing type of firm. | | | |
|---|--|--|--|--|

**SIGNATURE OF BIDDER ALONG WITH
SEAL OF THE COMPANY WITH DATE**

ANNEXURE-C

FINANCIAL BID - BILL OF QUANTITIES (BOQ)
SERVICES FOR POSH TRAINING AT IIT MADRAS
Tender No. IITM/CCASH/0002/2025

| S.No. | Description | Qty/ per | Unit | Basic Rate | GST (%) | Total Amount W/o Taxes | Total Amount with Taxes | Total amount in words |
|--|---|-------------|----------|---------------|------------|---------------------------------|----------------------------------|--------------------------------|
| BASIC SERVICES | | | | | | | | |
| 1. | POSH Training for students, teaching and non-teaching staff, and support staff (100 participants per session) | 1 | Sessions | | | | | |
| Total Charges in ₹ (in figures and words) (inclusive of the cost of the training program, GST, travel, accommodation and all other charges) | | | | | | | | |

(To be given on the letter head of the bidder)

Tender No. IITM/CCASH/0002/2025

Dated: _____

CERTIFICATE

(Bidders from India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am not from such a country.

OR

(Bidders from Country which shares a land border with India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am from _____
(Name of Country) and have registered with the Competent Authority. I also certify that I fulfil all the requirements in this regard and am eligible to be considered. *(Copy/ evidence of valid registration by the Competent Authority is to be attached)*

Place:

Date:

**Signature of the Bidder
Name & Address of the
Bidder with Office Stamp**

ANNEXURE-E**FORMAT FOR AFFIDAVIT OF SELF-CERTIFICATION UNDER PUBLIC PROCUREMENT POLICY
(PREFERENCE TO MAKE IN INDIA) 2017****Tender Reference Number: IITM/CCASH/0002/2025****Name of the item / Service: SERVICES FOR POSH TRAINING AT IIT MADRAS**

Date: _____

I/We _____ S/o, D/o, W/o,

Resident of _____

hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P- 45021/102/2019-BE-II-Part(1) (E-50310) Dt.4th March 2021 and any subsequent modifications/Amendments, if any and

That the local content for all inputs which constitute the said item/service/work has been verified by me and I am responsible for the correctness of the claims made therein.

| Tick() and Fill the Appropriate Category | |
|--|---|
| <input type="checkbox"/> | I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 50% and come under “Class-I Local Supplier” category. |
| <input type="checkbox"/> | I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 20% but less than 50% and come under “Class-II Local Supplier” category. |

The details of the location (s) at which the local value addition is made and the proportionate value of local content in percentage

Percentage of Local content : _____ %**

Location at which value addition done : _____

For and on behalf of..... (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)

<Insert Name, Designation and Contact No.>

[Note: In case of procurement for a value in excess of Rs. 10 Crores, the bidders shall provide this certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.]

This letter should be on the letterhead of the quoting firm and should be signed by a competent authority.

**** Services such as transportation, insurance, installation, commissioning, and training and after sales service support like AMC/CMC cannot be claimed as local value addition**

Self-Declaration that the Service Provider has not been Debarred

(This letter should be on the letter head of the bidder duly signed by the authorized signatory)

I S/o R/o
 police station District
 Director / partner/ sole proprietor (Strike out whichever is not applicable) of
 (Firm or Company) do hereby declare and
 solemnly affirm:

- I. That the Firm has not been Debarred or declared insolvent by any of the Union or State Government / Organization.
- II. That none of the individual / firm / Company Debarred or any partners or shareholder thereof has any connection directly or indirectly with or has any subsistence interest in the deponent business / firm company.
- III. That neither the Firm nor any of its partner has been involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police.

**SIGNATURE OF BIDDER ALONG WITH
 SEAL OF THE COMPANY WITH DATE**

SCOPE OF SERVICES

SERVICES FOR POSH TRAINING AT IIT MADRAS

A. SERVICES FOR POSH TRAINING AT IIT MADRAS

IIT Madras is looking for a professional organization to provide POSH Training.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (**POSH Act**), places a statutory obligation on employers to establish an Internal Committee (**IC**) to address complaints of sexual harassment at the workplace. It is the responsibility of the institute to organize training programs, workshops, awareness programs and orientation programs to sensitize the employees with the provisions of the act.

POSH training is also a way to orient the community to introspect their actions, become aware of the myths, understand channels to prevent and safeguard oneself against any such harassment.

Framework for the awareness session / training program:

The proposed training program should consist of the following aspects.

- Understanding Sexual Harassment
- Learning the nuances of sexual harassment - Examples through role plays on differentiating the types of sexual harassment
- Adopting proper language and boundaries to create safety for all
- The Internal Complaint Committee – Constitution and responsibility
- Steps to filing a complaint

The POSH Training should typically include the following:

1. Understanding the POSH act.

Legal Framework: The provisions of POSH Act, including the definition of sexual harassment, what constitutes it, and what is not.

Clarify terms like "employee," "workplace," "complainant," and "respondent" in the context of the POSH Act. The rights of the complainant and respondent.

Discuss the employer's duties to create a safe and respectful work environment, prevent sexual harassment, and handle complaints effectively.

2. Recognizing and Preventing Sexual Harassment:

Forms of Sexual Harassment:

Provide examples of various forms of sexual harassment, including verbal, physical, non-verbal, and online harassment.

Identifying Harassment:

Teach participants how to recognize different types of harassment and distinguish between acceptable and unacceptable behavior.

Preventive Measures:

Discuss strategies for preventing harassment, such as maintaining professional boundaries, using appropriate language, and avoiding unwanted advances.

3. Supporting Victims and Fostering an Inclusive Workplace:

Providing Support:

Teach participants how to support victims of harassment, including offering emotional support, providing resources, and ensuring confidentiality.

Creating an Inclusive Environment:

Discuss strategies for fostering an inclusive and respectful workplace, such as promoting diversity and inclusion, encouraging open communication, and celebrating differences.

5. Practical Application and Q&A:

Scenarios and Case Studies:

Use real-life scenarios and case studies to illustrate different situations of harassment and how to address them.

Interactive Discussions:

Encourage participants to share their thoughts and experiences, and facilitate open discussions about workplace dynamics and harassment prevention.

Q&A:

Provide ample time for participants to ask questions and clarify any doubts or concerns.

6. Post-Training Activities:

Evaluation:

Conduct post-training evaluations to assess the effectiveness of the training and identify areas for improvement

Ongoing Education:

Encourage ongoing education and awareness programs to reinforce the importance of POSH and create a culture of respect and inclusivity.

These topics have to be covered to effectively educate students and staff about their rights and responsibilities, prevent sexual harassment, and foster a safe and respectful work environment.

The students and staff should have a clear understanding of the following.

- The term sexual harassment, what constitutes to sexual harassment and what does not.
- Who is complainant, respondent and what are their rights?
- What do workplace, employee and employer mean in the context of POSH Act?
- IC, its responsibilities and the name and details of IC members of their organization.
- Means of filing a complaint
- The punishments for sexual harassment
- Tips to prevent online/virtual sexual harassment
- Things to keep in mind to prevent sexual harassment arising out of personal relationships
- The consequences of filing a false complaint with malicious intent
- The consequences of retaliation
- Responsibilities of a someone who has witnessed harassment
- The responsibilities of an employee in preventing sexual harassment in the organization.
- Include examples and content relevant to the industry and the audience.

- Use scenarios to understand the intricate nuances involved in sexual harassment incidents.
- Use impactful visuals (like animated videos) about points that the learner should retain.
- Give learners chances to make decisions. Give quizzes and activities to the learner that involve examples or scenarios. Ask them what they would do in a relatable situation and let them know why their response was correct or incorrect. This keeps them motivated to continue the course.

As part of this session, the participants will:

- **Understand the difference between sex and gender:** A reflective exercise where students are encouraged to reflect on certain statements indicating experiences of common gender stereotypes in their lives at different stages, followed by a discussion to distinguish between sex and gender.
- **Discover why it is important to talk about gender sensitivity:** A personalized discussion to help students reflect on the impact of gender stereotypes in their life.
- **Ensure cyber safety:** A case discussion that highlights common life experiences of students regarding cyber safety, to enable them to identify the online risks and brainstorm strategies to ensure cyber safety.
- **Understand consent using informative videos:** A case-and-video based discussion to help students understand consent in a simplified manner.
- **Learn about what is sexual harassment:** An informative segment to highlight what is sexual harassment, what words or actions are categorised as such, along with the laws against sexual harassment.
- **Adopting proper language and boundaries to create safety for all:** A quiz-based segment to highlight the hygiene practices to ensure appropriate language and setting boundaries to ensure safety for students by the students.
- **Know how to support someone in distress and seek redressal:** Students to learn practical tips with examples to support someone in distress and be able to guide them to seek redressal.
- The first year of the program will focus on enabling students to understand the basics of gender sensitivity, its relevance, cyber safety and informed consent.

Proposed POSH Training Module:

- Session: Each session should be for at least 120 minutes + Q&A + Assessment; totally for 180 minutes (3 hours).
- The service provider should supply Handouts/ Awareness material to the participants.
- The assessment of the participants has to be conducted as an E-Module/ Assessment
- Certification

POSH training is proposed to be conducted offline for the following categories of participants in the institute.

1. Training for Undergraduate Students
2. Training for Post Graduate Students and Research scholars.
3. Training for Staff - teaching and Non-teaching (Admin & Technical) staff.
4. Training for Temporary/Project Staff.

The proposed training program will cover approximately 4,100 students (UG, PG and Research Scholars), around 700 teaching staff members, around 200 non-teaching staff and about 500 temporary/Project staff. Based on this distribution, around 60 sessions will be required to train all participants.

It is to be noted that the final number of sessions may vary by up to $\pm 10\%$ to accommodate changes in participant numbers. Therefore, the total sessions planned may increase or decrease accordingly.

For Undergraduate students

This session aims to raise awareness about gender sensitivity and online safety. Through engaging discussions and videos, participants will gain an understanding of sexual harassment, learn how to support those in distress, and become familiar with the fundamentals of consent. The session is designed to empower individuals to create a safer and more inclusive society.

Undergraduates are newly admitted students who have recently completed their school education and are typically in their late teens. They come from diverse regions and backgrounds across the country. Therefore, the training content should be designed to accommodate and address this diversity.

For post-graduate students and research scholars

This session aims to help students understand the importance of gender equity, whilst also raising awareness about gender sensitivity and sexual harassment. Through engaging discussions and videos, participants will gain an understanding of gender biases, sexual harassment, and strategies to foster an equitable workplace/institute. As a part of this session, you will:

Ace the etiquettes of safe communication: A quiz-based segment to highlight etiquettes of safe communication in classrooms and/or workplaces.

The age distinction of this category of participants are in between 25-30 years of age. As the post graduate students are preparing for professional roles, the training should link POSH to workplace behaviour and

future responsibilities. Also, since the post graduates are more mature than the undergraduates, the content of training can be more nuanced and in-depth.

The research scholars are typically older and may have professional or academic work experience. They often work closely with guides, supervisors and faculty in a one-on-one setting, while many research scholars also work as teaching or research assistants, balancing peer and authority roles. Hence, considering their specific academic and professional environment, POSH training should be designed and be address their challenges through the training. The training should also address the risk of boundary violations, reinforce respectful, inclusive communication within mixed-gender workspaces.

For International students

This session aims to help international students understand the importance of gender equity, whilst also raising awareness about gender sensitivity and sexual harassment through a lens of the cultural norms in the Indian context. Through engaging discussions and videos, participants will gain an understanding of gender biases, sexual harassment, and strategies to foster an equitable workplace/institute. As a part of this session, you will:

For Teaching Staff

This session is proposed to help the faculty better understand the nuances of gender biases and their impact on individuals, students and society. Its idea is to develop the skills to foster an environment of inclusivity, tackle sexual harassment and create a safe space for students. The selected vendor shall ensure that all trainers assigned to conduct faculty training sessions possess **extensive subject matter expertise and proven experience in delivering training to academic professionals** and should demonstrate high standards of expertise and experience.

Discuss the nature of gender biases that show up in regular life: A reflective exercise to help the faculty identify the gender biases in classrooms and beyond, to practise safe communication in classrooms and campus and to understand the impact of biases in their life as well that of others.

For Administrative Staff

This session focuses on raising awareness on the importance of gender equity, gender sensitivity and sexual harassment. Through engaging discussions and videos, participants will gain an understanding of changing gender norms, sexual harassment, and strategies to foster an equitable workplace. To make the training for the administrative staff effective, the trainer should be able to converse in both Tamil and Hindi, apart from English.

Outline strategies to create an inclusive space on campus: A video-based discussion to brainstorm strategies to create safer, and more inclusive spaces for students and employees on the campus.

Learning the nuances of sexual harassment: Looking at common examples of sexual harassment in the campus using case scenarios, and understanding what sexual harassment entails.

For Support Staff

This session aims to equip participants with an understanding on the importance of gender sensitivity, and sexual harassment. Through engaging discussions and videos, participants will gain an understanding of gender biases, sexual harassment, and strategies to foster an equitable workplace. To make the training for the support staff, including helpers effective, the trainer should be able to converse in both Tamil and Hindi, apart from English.

Training Management Portal – Functional Overview

The Training Management Portal is a web-based portal designed and developed by the institute to facilitate the registration, and management of training sessions for students and staff. The portal supports three primary user roles: **Admin**, **Trainer**, and **participants of the training**, each with specific functionalities as outlined below:

The portal is intended for use by the participants, trainers, and administrative staff for registration for the POSH training.

The successful bidder should integrate the system with the portal of the institute for effective planning, conduct and completion of the training program including distribution of certificates and submission of feedback.

Objective

The objective of this portal is to provide a digital platform that allows:

- Admins to schedule and manage training programs,
- The participants to register for trainings and download certificates upon completion,
- Trainers to manage attendance and trigger post-training assessments.

A. Admin Module

- Admin login and dashboard
- Admin can Add/update/delete training programs with the following details.

- Fields: Training Title, Trainer Name, Participant Role, Description, Training Dates, Status (Active/Inactive)
- View registered students and export lists
- Can respond to feedbacks from the participants by using the feedback / request form.

B. Participant Module

- The participant registration (Profile Creation): In the participant module, the participant is expected to create a profile using his/her LDAP Credentials. participant registration (Profile Creation)
 - The Fields: Name, Email ID, Designation, Contact Number, Gender, Department Name, Guide Name are to be provided by the student.
- The participant has access to the upcoming trainings and available slots.
- The participant can choose an available Slot to register for the training.
- The participant will receive an email confirmation upon registration.

C. Trainer Module

- The Trainer login will have consolidated list where the trainer can download the consolidated list of participants registered for the training against a particular date.
- The trainer has access to the list of registered students per session.
- The trainer has the provision to upload attendance (Mark "Yes"/"No") in the consolidated list.
- Upon upload of attendance, an automated email is triggered to the participants of the training whose attendance is marked as "Yes" and uploaded by the trainer with an external link for e-module assessment and download of certificate.

The Service provider/Selected organization is expected the following:

- The trainer/organization will be given the Trainer menu credentials to access the trainer module of the training portal.
- On successful login into the Trainer menu, the trainer has to navigate to the consolidated list and select a particular date of training conducted and download the reserved seats excel sheet, which has the details of the list of students who have registered for the training and upload the participants attendance in that sheet after the completion of the training.

- The vendor should be able to integrate their existing post training assessments into the Institute's training portal digitally by sharing the online link for the post training assessment, with the admin, which will be shared with the development team of the portal to include that post training assessment link in the content of the automated trigger of emails, which will automatically be sent to the participants of the training upon upload of their attendance in the portal by the trainer after the completion of training for every session.
- The link for the post training assessment upon completion by the participants, should re-direct to the page where the participants of the training can download their certificates digitally. So, the vendor should allow for the download of the training certificates digitally.
- After the deadline for the completion of the post training assessments online is reached, the status of completion of the assessment (Yes/No) along with the certificate download status (Yes/No) should be uploaded in the portal by the trainer. This will be the second upload in the portal, the first being the upload of attendance count.
- The score of the participants of the training for the post training assessment also has to be shared by the trainer with the admin of the institute.
- To coordinate with the admin and provide status of completion of post training assessments and certification to upload on the portal.
- The trainer should collect the feedback for the training from the participants of the session and make it available for the admin of the institute who organized the POSH training, upon completion of every session of the training.

Project Timelines / Period of Contract:

Post evaluation process, the successful bidder would be initially appointed by the Institute for a period of one year, which may be extended at the mutual agreement of the Institute and the successful bidder for a period of two years on annual basis, based on satisfactory performance. Institute reserves the right to reduce or extend a stipulated timeframe without assigning any reasons whatsoever.

The rate quoted in the tender shall remain fixed and valid for the entire duration of the contract, including the initial one-year period and any extended period(s), up to a maximum total of **three years**.

Project Team:

Institute envisages continuous involvement of Service Provider throughout the assignment. A dedicated training team has to work in close consultation with the admin of the Institute. Selected bidder should ensure knowledge sharing and transfer all through the assignment. Considering the nature of the assignment, the selected bidder shall deploy an appropriate number of quality trainers for rendering service to the proposed participants of the training seamlessly. The strength and quality of the trainers will be specially evaluated during the technical evaluation. For technical evaluation, the bidder shall provide details of professionals/trainers whose services shall be available for an in person meeting as well as experts who shall be rendering telephone services for POSH training along with their background, qualification and experience. Institute reserves the right to insist the bidder to replace any trainer with another (with the qualifications and expertise as required by the Institute) during the course of the assignment. Bidder will have to undertake that no such substitution would hamper the flow of service. During the course of the project, there might be related areas which Institute would like the Selected Organization to undertake, which may not have been envisaged earlier. Institute and the Selected Organization should mutually agree on additional resources required and associated financials for the same. Institute reserves right to pause the work at any point of time and use services for partial delivery of select modules of the assignment. Bidder shall not sub contract the work service or other performance required of the bidder under the contract without the prior explicit written consent of the Institute. Selected bidder, however, may enrol professional with the required skill sets as detailed above for rendering training. The team should comprise of both male & female trainers and they should be capable of conversing in English, Hindi and Tamil.

The selected organization should designate an executive who will be the primary point of contact for coordinating with the administrative staff of the institute who organizes the POSH training. This executive will be responsible for having regular communication and assist in planning, scheduling and executing the training program.

The selected bidder should assist the institute's administrative staff in providing support for organizing the training. This planning should be completed at least two months before the proposed training dates to allow sufficient time for notifying the participants of the training to ensure their availability and allowing them to register for the training through the portal.

Profile of Experts Required:

Key Qualifications and Experience:

The trainer should have trained with POSH committees of organizations.

Legal Expertise and Certification

Trainers should possess a thorough understanding of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act).

Formal certification in POSH training or related legal compliance is mandatory.

Practical experience in handling sexual harassment complaints and advising on compliance is mandatory.

Professional Background

Ideal candidates include psychologists, Human Resource Managers, Compliance Officers, Legal Advisors, Corporate Trainers, and Internal Committee (IC) Members with proven experience in workplace safety and compliance.

Trainers with a background in diversity, equity, and inclusion (DEI) initiatives or psychological safety are an added advantage.

Training and Facilitation Skills

Demonstrated experience in conducting interactive, engaging, and impactful training sessions, using adult learning principles and real-life case studies.

Ability to customize training content to address the specific needs, culture, and challenges of the institute.

Strong communication and facilitation skills, with the ability to handle sensitive topics with empathy and neutrality.

Reputation and References

Trainers should have a credible track record, with positive references from previous clients and organizations where they have delivered POSH training.

Experience in providing follow-up support, refresher sessions, and updates on legal developments is a plus.

Compliance and Documentation

Trainers must be able to provide certificates of completion to participants and ensure all training records are maintained for compliance audits.

The trainer should have done awareness workshops for employees at corporates, students, faculty and staff members at various educational institutions.

The trainer should have extensive knowledge and experience in gender sensitization and work place harassment.

The trainer should be either a clinical psychologist, with experience in training professionals and students.

The trainer should have conducted workshops and seminars for various corporations and institutions.

Legal professionals or lawyers particularly those with experience in employment law or gender-based discrimination, can bring valuable insights into the legal aspects of POSH.

Psychologists or trainers with expertise in understanding human behaviour and emotional dynamics can provide valuable perspectives on addressing the psychological impact of sexual harassment.

The work profile of the experts should be submitted by the bidder.

Technical Support Provided by the Institute:

To ensure the smooth conduct of the offline POSH training, institute will provide the following:

- Venue for Conduct of Training
- Well-equipped room with adequate seating capacity.
- Projector, screen and microphones for clear communication.
- Reliable power supply.
- Technical assistance will be provided in case of any issues during the training session.
- High-speed internet connection will be provided for the trainer.

EXPERIENCE AND CREDENTIALS

The expertise of organization in executing similar training Programs in other organizations should be exhibited in detail. The key impact created by Bidder in other organizations should be clearly highlighted and backed by references. The Credentials should be arranged as below:

| Sl. No. | Name of the organization where the assignment was undertaken | Scope of Assignment | Duration of Assignment | Training Team | Performance (Excellent/Very Good/Good) |
|---------|--|---------------------|------------------------|---------------|--|
| 1. | | | | | |
| 2. | | | | | |
| - | | | | | |
| - | | | | | |
| - | | | | | |
| - | | | | | |

All Credentials should be backed by references, which must include the following details:

- Contact Person's Name
- Name of the Organization and Designation
- E-mail Address
- Mobile Number

Institute reserves the right to approach the references for further background checks.

**SIGNATURE OF BIDDER ALONG WITH
SEAL OF THE COMPANY WITH DATE**

EXPERT TEAM PROFILE

The list should include the training team members with their proposed role in the assignment.

| Sl. No. | Name | Age | Qualification | Experience relevant to POSH Training | Proposed role in the assignment |
|---------|------|-----|---------------|--------------------------------------|---------------------------------|
| | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |

A list of key personnel to be deployed for the assignment to be furnished with details as per the table above.

Institute shall reserve the right to seek a change of resource personnel in case of need.

DETAILS OF THE TRAINERS

| S.No. | Name of the Trainer | Highest Qualification | Specialization | Remarks, if any |
|-------|---------------------|-----------------------|----------------|-----------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

Name of the Bidder
with seal and signature