TENDER DOCUMENT FOR ENGAGEMENT OF PLACEMENT CONSULTING FIRM FOR THE 2027 GRADUATING BATCH

GOVERNMENT COLLEGE OF ENGINEERING KALAHANDI (GCEK),
BHAWANIPATNA – 766003

Principal
Govt. College of Engineering
Kalahandi, Bhawanipatna

No. GCEK/2181 Date 15/10/2026

TENDER CALL NOTICE

Sealed tenders are invited from reputed Placement Consulting Firms up to the date mentioned in the tender for providing Placement Opportunities to the 2027 Graduating students through speed post. The date of opening the tender is mentioned in the respective tender document, which will be opened in the office of the Principal, Government College of Engineering, Kalahandi, in the presence of bidders and/or their nominees. The tender document with details of terms and conditions is to be downloaded from the college Website: www.gcekbpatna.ac.in .

The authority reserves the right to reject/cancel the tenders in whole or in part without assigning any reason thereof. The authority will not be responsible for any postal delay.

Sd/-

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TENDER INFORMATION SYSTEM

Name of work	:	Providing Placement Opportunities for 2027 Graduating Batch.
Name of Unit/Circle/Dept.	:	Training & Placement Department (GCEK), Bhawanipatna.
Subject	:	Hiring service of Placement Consulting firm.
Estimated value for Consultancy	:	Rs. 3,50,000 /-
Earnest Money Deposit (EMD)	:	Rs. 17,000 /-
Price of Bidding document (Non- refundable)	:	
First date of availability of Bidding Document in the website.	:	15/10/2026
Last date for submission of Bid	:	04/11/2026
Time & Date of opening of Bid	:	06/11/2026
Place of opening of Bid	:	GCEK, Bhawanipatna
Address for Communication	:	PRINCIPAL, GCEK, Bhawanipatna Kalahandi-766003, Odisha

Sd/-
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GOVERNMENT COLLEGE OF ENGINEERING, KALAHANDI

NOTICE INVITING TENDER

Scope of Work:-

Outsourcing of agencies for providing Placement Opportunity service as detailed below.

I. Well experienced Placement service providers who meet the required specification as mentioned in Section- I, 1.02- Eligibility criteria are exclusively required for academic year 2026-2027.

II. Selected Agency will be responsible for providing placement opportunities for students of following branches: **Civil Engineering, Computer Science & Engineering, Electrical Engineering & Mechanical Engineering**.

III. The Consultancy firm should provide **a minimum of 40 Recruiters (**out of which **30% should be physical Campus Placement Drive)**, during the academic session 2026-2027.

IV. The Consultancy firm should provide all necessary information enclosed in a single PDF file like Company's profile, Job Description, Position Offered, Job Responsibilities, Salary, Job Location, Eligible Branches, Eligibility criteria (if any), mode of drive (Virtual/Physical/Pool), Drive date, Registration date, Bond (if any), with the Principal and the Training & Placement Department.

V. The Consultancy firm is allowed to organize the drive in Physical/Virtual/Pool mode as per the Recruiting Company's criteria.

VI. The Consultancy firm should focus on providing Job opportunities in core companies primarily related to the above branches.

VII. The Consultancy firm should ensure that the company bought by them shall offer **a minimum salary package of Rs. 3.5 LPA (Three Lakhs Fifty Thousand Per Annum)**.

VIII. The Consultancy firm has to share the Offer Letters & Joining Letters for all the selected students before the students join in the Organization.

IX. The extra expense incurred for organizing Physical Placement drive at the GCEK, Bhawanipatna campus like (Air Fare, Cab Fare, Accommodation expenses) shall initially be borne by the bidder and later the Institute will reimburse the extra

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amount spent after the submission of original Invoices/Bills.

SECTION-I: PREAMBLE

1.01 Introduction

Government College of Engineering, Kalahandi (GCEK) is hiring an agency to provide and organize Placement activity in the college (Virtually or Physical Mode) for the Final year Students (2026-2027) Graduating Batch of various Engineering discipline (**Civil Engineering, Computer Science & Engineering, Electrical Engineering & Mechanical Engineering**).

Only the Registered or Licensed agencies whose turnover is more than Rs. 20,00,000/- (Rs. Twenty Lakhs) per year need to apply.

1.02 Eligibility Criteria

1. The participating tenderer should be reputed registered /licensed institute/company having such past experience of having taken up similar job earlier.

The Bidder must submit the following basic documents.

i. Attested copies of rules and regulations of registered Firm/Institute, and certificates of registration of the company, partnership deed (in case of partnership firm).
ii. Copies of income Tax returns for the last three assessment years 2023-2024, 2024-2025, 2025-2026 and audited Balance Sheets showing the turnover from services for the last three years as enumerated in the scope given above.
iii. Copy of the GST registration certificate.
iv. Copy of the PAN Card showing the PAN number of the firm allotted by the Income Tax authorities.
v. Documents in support of agency's experience for the last three years in providing such services in Govt. Sector.

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vi. List of existing customers to whom similar services are being provided.

vii. List of Companies with their turnover and proven competencies for hiring fresh graduates is proposed to be placed at the disposal.

viii. An undertaking that the bidder is following all directives of the Government, applicable to itself (firm).

2. Since the tender document itself gets converted into contract, it is necessary for the Authorized Signatory to sign in each and every page of the tender document with seal and attach the same as a part of Technical Bid.

3. Relevant portions, in the documents submitted in pursuance of eligibility criteria (i) to (v) mentioned above, may be highlighted. **If a tender is not accompanied by all the documents mentioned at (i) to (viii), the same would be rejected.**

4. The Bidder must provide a declaration for all the points mentioned in **Scope of Work.**

5. An Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. Before submitting the tender, the bidder may check with reference to the checklist attached, whether all the documents are enclosed.

a. Technical Bid format is given at **Annexure- I**.

b. Financial Bid format is given in **Annexure- II**.

c. Branch- wise minimum Placement opportunity is given in **Annexure- III**.

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SECTION-II: TERMS AND CONDITIONS

1. Specifications

Specifications of the Services required in the Centre are given in Scope of Work. Bidders should quote for all the items mentioned in **Annexure- I & II**. Otherwise the bid will be rejected from consideration.

2. Procedure of Submission of Bid

The Tenderers must submit their bids as required in two parts in separate sealed covers prominently super scribed as Part-I "Technical Bid" and Part-II "Financial Bid" and also indicating on each of the covers the "Tender Call Notice Number & Date" and due date and time of submission as mentioned in Tender Call Notice.

3. Opening and Validity of the Bids

i. The bids will be active for a minimum period of 20 days from the date of tender opening.

ii. The rates quoted in the accepted bid shall be valid up to July 2027 from the date of placing the initial.

4. Submission Procedure

The Bid should be submitted in:-

Part-I Technical Bid as per Annexure-I.

Part-II Financial Bid as per Annexure-II.

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Financial Bid will be opened only for technically qualified bidders. A Tender Evaluation Committee constituted by the competent authority would examine the Technical Bids and shortlist the bidders in Technical Bids, and open the Commercial Bids of only the shortlisted bidders in Technical Bid Evaluation.

5. Opening and Processing of Technical and Commercial Bids

A duly constituted Purchase Committee will evaluate the Technical Bids alone on the basis of eligibility criteria as given in **Section-I Preamble**. The Technical Bid which does not qualify as per the mentioned criteria will be rejected.

The bidders who qualify in the **Technical Bid Evaluation** process will be required to show a presentation regarding the way the work, the number of Companies they are collaborated with etc. for a prescribed time in the presence of the officers duly nominated for this purpose on the given date. The person giving demo should be one of the resource people of the Consultancy Firm. The date will be communicated through email to the eligible bidders after technical evaluation.

Weightage will be given to the quality of Company they commit to provide during the briefing round.

The presentation time and venue of presentation will be intimated in due course. The bidders will be shortlisted for opening commercial bid based on their performance. Only the Financial Bids of the shortlisted bidders who qualify in demo class will be opened.

6. Opening of Commercial Bids and Evaluation

The Commercial bids of only the shortlisted on evaluation of demo class/qualified bidders in Technical Bid Evaluation process will be opened in the presence of their representatives on a specified date and time to be intimated to respective bidders and the same will be evaluated by a duly constituted Purchase Committee.

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Purchase Committee may visit, if considered necessary Institutes/Organizations where the agency has already provided the required services. Tender Evaluation Committee may at its own discretion, decide to inspect the bidders work premises to evaluate and ascertain the details as furnished by the bidder in their bid and bidder's competence to perform the offered services.

7. Right of Rejection and Debarring

Government College of Engineering Kalahandi (GCEK) reserves the right to reject any bid on Technical/Procedural ground without assigning any reason thereof. The decision of GCEK taken as per above will be final and no representation of any kind will be entertained on the above. Any attempt by any bidder to bring pressure of any kind, may result in rejection of the bid and forfeiture of the EMD and the bidder may be liable to be debarred from bidding for GCEK tenders in future for a period of at least three years.

8. Validity of the Bid

The selected bid will be valid for a period of 09 (Nine) moths from the date of first order. It may be extended for a further period based on performance & feedback received from the Students and depending upon the need for continuity and competitiveness of the prices.

9. Quotation of Prices

The Prices should be quoted in Indian Rupees as per the format given at **Annexure II**. No other payment will be made.

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10. Subletting

Selected bidder shall not assign or sublet this contract or any part of it to any other agency in any form. **In the event of doing so, it shall result in termination of empanelment and forfeiture of Security Deposit**. During the period of contract, if the bidder provides such services to any other user at lower price, it has to extend such lower rates to **Government College of Engineering Kalahandi** from the date of offering such lower rates.

11. Schedule for Deployment of Services

The successful bidder shall start providing Placement related services like conducting Virtual/Physical/Pool Placement drive from the date of intimation. Any unjustified and unacceptable delay in delivery of services beyond the delivery schedule as per order will render the agency liable for penalty as penalty clause. Thereafter, GCEK holds the option for cancellation of the order and getting the work done from alternate sources at the cost and risk of the defaulting agency. Any extra expenditure for getting the work done from other bidders / open market due to the failure of the successful bidder to provide services within the scheduled time as mentioned in the Job/Work order, will be recovered from the successful bidder through Security Deposit or pending bills or other dues, if any or by raising claims accordingly.

12. Deployment of Services

The successful bidder shall conduct the **Placement drive only for the Reputed/Genuine Organization** for the placement purpose and mainly **core companies** for the above branch mentioned in **Scope of Work** and also indicated at **Annexure – I** (required skill set and experience) & **Annexure –III**. The bidder shall appoint a **Single Point of Contact (SPOC)** to act as the primary liaison between the consultancy firm and the **Training & Placement Department of**

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GCEK. The **SPOC** must be a person free from any criminal charges and should maintain professional and ethical standards in all dealing with **Students, Staffs and Recruiters**.

13. General Conditions

i. All the Terms and Conditions for providing Placement Opportunity will be as those mentioned herein and no change in the Terms and Conditions will be acceptable. Alterations, if any in the tender bid should be attested properly by the bidder, failing which, the bid is liable to be rejected.

ii. In the event of the bidder's Company or the concerned Division of the Company is taken over / bought over by another Company, all the obligations under the agreement with GCEK should be passed on for compliance by the new agency in the negotiation for their transfer.

iii. GCEK reserves the right to evaluate the quality of training imparted through trainee feedback and observation by faculty. GCEK also reserves the right to cancel the agreement for conducting the training on any other account.

iv. The tenderer will not permitted to change the substance of his offer after the tenders have been opened.

v. All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning.

vi. Pool Campus organized by the successful bidder must be inside Odisha.

vii. The successful bidder must not contact any students directly for any matter. The appointed SPOC must communicate with Training & Placement Department first.

viii. The successful bidder must fulfill the Placement service to GCEK within the period from November 2026 to July 2027 for the 2027 Graduating Batch.

ix. The bidder shall honor all aspects of fair trade practices in all their dealings with GCEK.

x. The bidder will indemnify GCEK of all legal obligations to its employees deputed to work on institution sites.

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xi. No deviations from these Terms and Conditions will be accepted. Any violation thereof will lead to rejection of the bid and forfeiture of EMD.

xii. Ambiguities in specifications and in price quotes should be strictly avoided.

xiii. The deputed SPOC must be on the bidder's payroll for all purposes.

xiv. Any legal action should be under Kalahandi Jurisdiction.

14. Submission of Invoices and Payment

The payment to the agency will be made in three installments 25% + 35% + 40% following the submission of the invoice from the successful bidder [25% after successfully completion of 10 (Ten) placement drives with the release of Offer Letters to the selected students, 35% after successfully completion of 20 (Twenty) Placement drives with the release of Offer Letters to the selected students and remaining 40% after successfully completion of 10 (Ten) placement drives with the release of offer letters and joining Letters to all the selected students] in NEFT after successful completion of the Placement drive.

15. Penalty Clauses

In case of any Discrepancy/Complaint from user department during any event and not resolved within stipulated period. The decision of the Competent Authority of GCEK will be final and binding.

16. Arbitration

If any difference arises concerning this agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations & negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing a sole arbitrator. Such request shall be accompanied with panel names of three persons to act as the sole

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arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under Law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

17. Miscellaneous

Any other Terms & Conditions mutually agreed to prior to finalization of the contract shall be binding on the Agency and GCEK, during the period of the contract. Default of any terms and conditions of the tender will result in rejection of the bid and forfeiture of EMD/Security Deposit, accordingly.

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ANNEXURE – I

TECHNICAL BID (Bidder Particulars)

1. Name of Proprietor:

2. Name of Institute/Agency/Firm:

3. Whether any legal/Arbitration /proceedings are instituted against the Agency or the Agency has lodged any claim in connection with works carried out by them. If yes, please give details:

    a. Registered Office Postal Address :

    b. Name of the Top Executive :

    c. Designation :

    d. Telephone Numbers :

    e. Fax numbers :

    f. E-mail :

    g. Mobile No :

4. Year of Establishment of the Institute/Agency/Firm :

5. Ownership of the Institute/Agency/Firm :

    a. Sole proprietor.

    b. Partnership deed.

6. GST Registration Certificate :

7. Particulars of EMD :

8. Income Tax Returns for the assessment years **2023-2024, 2024-2025 and 2025-2026**.

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9. Audited Balance Sheet for the last three financial years [**Turnover should ≥ Rs. 20, 00,000 /- per year**].

10. Copy of PAN Card.

11. List of major clients to whom Placement services was given in the last three years.

12. Office details with address and contact number.

13. Tentative list of Companies proposed for conducting Placement drives at GCEK.

14. Any other information important in the opinion of the bidder.

Signature with Stamp:

Date:

Place:

Note: If any of the documents is found missing or incomplete or irrelevant, Technical Bid shall be rejected.

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ANNEXURE – II

FINANCIAL BID

Name of the Bidder (Firm) _____

Total cost including all taxes (**for providing Placement Opportunity through 40 Companies for the 2027 Graduating Batch of GCEK**). This cost shall exclude any additional expenses incurred by the firm for conducting Physical Placement Drives at the college.

In figures Rs._____ in words Rupees _____

Seal of the Firm **Signature**

Date:

Place:

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ANNEXURE-III

BRANCH WISE MINIMUM PLACEMENT OPPORTUNITY

SL NO	BRANCH	NUMBER OF CORE RECRUITERS
1.	CIVIL ENGINEERING	10
2.	COMPUTER SCIENCE & ENGINEERING	10
3.	ELECTRICAL ENGINEERING	10
4.	MECHANICAL ENGINEERING	10

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