



INDRAPRASTHA INSTITUTE *of*
INFORMATION TECHNOLOGY
DELHI

**TENDER FOR PLACEMENT SOFTWARE SERVICES FOR PERMANENT CAMPUS OF THE
INSTITUTE AT OKHLA PHASE-III, NEW DELHI-110020**

(Tender no. IIITD/Placement/ Software Services/006/2026-27)

INVITATION FOR BIDS

Indraprastha Institute of Information Technology -Delhi (IIITD), a State University created by an Act of Govt. of NCT of Delhi, invites sealed bids for Placement Software Services (as per specifications mentioned under Scope of Work below) for its campus at Okhla Phase-III New Delhi-110020.

1. An amount of ₹ 10,000/- (₹ Ten Thousand Only) towards earnest money (EMD) must be deposited in the form of a demand draft in favor of the “IIIT-Delhi Collections” account, payable at New Delhi. No interest will be paid on the earnest money deposited by the bidder. Tender Documents without earnest money will be summarily rejected. EMD is exempted for MSMEs/NSIC-registered suppliers
2. The tender document can be downloaded from the Institute’s website, please deposit the non-refundable Tender Document Fee of Rs.1,000/-+GST extra i.e.(Rs. 1,180/-) (Rupees One Thousand One Hundred Eighty only) in the form of Demand draft drawn in favor of IIIT-Delhi Collections”, payable at New Delhi or may deposit Rs.1,180/-with the F&A division of the Institute and enclose the receipt with the filled up tender document.
3. The last date for submission of the bid is 4th May 2026. The Technical bids shall be opened on the same day i.e., 4th May, 2026 at 03:30 PM. The Tender Document should be addressed to:

**The Registrar,
Indraprastha Institute of Information Technology-Delhi
Okhla Phase-III
(Behind Govind Puri Metro Station)
New Delhi-110020.**

The document may be deposited in the Tender Box kept in the Store & Purchase department at the A Wing Room no. 107, First Floor, Store & Purchase Deptt. Old Academic Block of the Institute. Bids received after 03:00 PM will not be accepted or considered under any circumstances.

Bidding Procedure:

1. Bids are invited in Two Bids System i.e. (1) Technical and (2) Financial.
Technical and Financial bids should be sealed separately and enclosed in a sealed envelope clearly indicating a separate “Technical Bid for Placement Software Services ” and “Financial Bid for Placement Software Services” addressed to the Registrar IIIT-Delhi, Okhla Industrial Area Phase-III, New Delhi-110020.
2. Sealed quotations shall be received no later than 4th May 2026. No bids will be accepted after this date & time under any circumstances. The Institute will not be responsible for any postal/courier delay and also for reasons beyond the control of the Institute.
3. Technical bids must contain the EMD for a specified amount, along with complete technical details as desired by this tender. Technical bids of all the bidders will be opened on a pre-scheduled date, time & venue. Technical bids without EMD will be summarily rejected. The financial bid will be opened after the evaluation of the technical bid. Financial bids of only those meeting the requirement of the Institute will be opened and no representation in this regard will be entertained. The date and time of opening of the financial bid will be communicated later.

Placement Points for software (Student Interface)	
Student Profiling	The portal should allow students to fill in all the required details, upload resumes, photographs, documents, mark sheets, etc. & edit these or add more documents as per requirement throughout the year.
Student Data Verification	It should allow the admins to verify complete and parts of student data along with viewing of documents uploaded by students.
Student Data Management	It should have a feature allowing the admins to filter and extract Batch Wise/Program wise and UG, PG data in custom Excel formats for both Final and Pre-Final Year batches.
Resume Builder (CV Building)	Students should be able to build and edit at least 4 sets of their profile/resume using Profile Builder as per the university-prescribed format or any other format. It should also help in automatically generating resumes.
Attendance Tracking	Helps to track stage wise student's attendance/participation at various levels and final status via QR Code/Manual. For example, PPT attendance, test attendance, round-wise interview performance, selection & generate detailed company-wise and student wise excel/reports accordingly.
Withdrawal option	If after applying, the student wishes to withdraw his/her name from the process, the portal must allow the student to do so before the closing of the application deadline.
Dashboard	A dashboard showcasing students' performance and job details along with all activities (Application, Withdrawal, Selection, Eligible etc.)
Mobile App for Students	The Portal must have a mobile app feature, enabling students to receive placements related information allowing them to keep track of upcoming events, drives, mark attendance via QR Scan, and Apply on Job Profiles using the Mobile App.
Email	All activity emails are automatically delivered at a single click. No need to type, format and check grammar before sending placement related emails
SMS	SMS feature to deliver critical information not delivered via Mobile App. All the activities of SMS are automated and require no filtering of mobile numbers or typing of messages. No separate cost to be charged for SMS
Web-App	Web-app notifications are displayed on student dashboard after a student logs in to Software.

Placement Points for software (IIITD – Placement Officer Admin Interface)	
Custom Placement Policy	The portal must Implement placement policy, automatically. It should block and unblock the student/s who are not eligible/not eligible as per policy, or for the complete placement, part placements, or not eligible due to any other reason chosen by the admin.
Eligibility Filters	Implement complex eligibility criteria based on company requirements or at the college level
Multiple Companies Management	Manage different Companies' process from a single/dual account
Parallel Process Cycles	The portal must allow to manage Placements & Internships parallelly with similar features in both cycle
Surveys	Allows to create custom survey forms for students and recruiters, and view analytics on the responses
Training for students and Admin user	<u>A Minimum of 02 Physical & 02 online free of cost sessions</u> for students for enabling the usage of platform & to address any issues encountered . <u>A minimum of 4 to 6 physical training sessions free of cost</u> for admin users & <u>need base Online sessions</u> to understand the platform and usage in each year to enable the user to operate the portal efficiently, should be made available to all stakeholders as and when required during the subscription period and to be repeated post 6 months.
Support for students and Admin user	Email/Phone support for urgent/ critical issues should be available 24x7 throughout the subscription period. <u>A dedicated Tech POC</u> should be assigned for IIITD. For regular communication, aWhatsApp group will be created with key stakeholders from IIIT DELHI and support team from the Software All issues identified during subscription period should be resolved at the <u>earliest depending on the complexity but no later than 24 hours.</u> Monthly meeting with Software team and IIITD admin for support & update/changes related issues.
Job Profile Management	<ul style="list-style-type: none"> ● Helps the Admins to manage Job postings for Full-time, Intern + Full Time, summer & long-duration internships. ● Admins should be able to open, close, extend the timeline, add additional information, attach any kind of document /JD. ● The portal should give the Admins the flexibility to create job profiles with customization of eligibility criteria, cgpa, branches, UG, PG, etc as per requirement. ● The admin should be able to permanently /temporarily block,hold,or deregister the student from the portal. ● The admin should have the flexibility to download Non

	Participating student list with reason, branch & CGPA
Dashboard	A dashboard showcasing placement & internship stats with a number of registered & eligible students, placed, unplaced, percentage placed, number of companies completed the process & number of ongoing processes, total offers, Highest CTC, Average CTC, Median CTC, Lowest CTC, etc.
Access Control	Flexible customizable controls <ul style="list-style-type: none"> • Verifier login to verify students' profiles • Control the edit right of academic semester wise gradings /marks
Events	Allows to create, announce, and manage events for students via the platform

Collaboration and Application Management	
Application Management	Allows Admin to download and track student applications in an excel format on a real-time basis with all details as per criteria applied. Maintain and upload offer letters of the selected students .
Shortlist Management	Helps to manage Mark students who are shortlisted for further rounds & the final offered candidates to complete the job opening process. <u>The portal should automatically block/hold students who are under policy violation & plagiarism</u>
User Access Levels	Software has built-in user access level configuration options. Allows to assign custom access level rights at a user level, giving controlled access to your team members.
Reporting and Analytics	
Student Registration Report	Students should be able to register & only post approval proceed further Allows the Admin to generate the break-up of eligible /registered students batch wise, program wise, course-wise, and to create a specific batch profile/ excel basis the requirement. For example: UI/UX designer ,AI/ML ,VLSI, etc
Custom Dashboards	Provides you extensive data visualization capabilities
Custom Reports	Allows you to generate custom reports by pre-defining the fields on excel templates. Placement report for each program/department in a graphical representation/piecharts etc. Maintain placement trends over the years.

<p>Individual student Tracker & complete UG & PG Batch tracker & batchwise Performance Tracker</p>	<p>Total Companies Participated – Number of companies where student/s have applied (with company details) Total Companies eligible – Number of companies where student/s was/were eligible (with company details) Round-wise Performance Tracker – Track students across interview rounds (Test, Written, GD, Technical, HR, etc).(with company details) Final Status of the student/s– Placed / Unplaced/Not Interested/Blocked Branch Performance Tracker – Track Branch performance tacker.</p> <p>Download the report in Excel template/ PDF & PPT format</p>
<p>Company tracker</p>	<p>Total Number of companies participated/job postings opened in process, completed, ongoing and on hold. Total offers made with the breakup of UG & PG. Kind of roles/profiles offered. Total FT opening, Intern +FT openings, only Intern Openings Number of students available for a specific company with list of students along with program A number of students applied for the company (with list of students with programs) Round-wise Students Performance Tracker – Track students across interview rounds (Test, Written, GD, Technical, HR, etc), with student details for eg: Number of students clearing the OA , GD, Technical, HR & final offer)</p> <p>Download the report in Excel template with the below points</p> <ul style="list-style-type: none"> ● Designation offered ● Company Name ● Hiring Type: Full Time /Intern+FT /Only Intern ● Date of Visit & mode of hiring: Hybrid/Physical/Virtual ● Company category for ex: A, A OR B or Doubling/Dream etc ● Company process Status completed, on going and on hold . ● Space to add important Remarks ● CTC offered ● Location (Dropdown Menu) ● Eligibility CGPA criteria ● Eligible Branches ● Number of Students Eligible ● Number of Students Applied ● Number of Selected Students <p>Admin should have the flexibility to edit or upload a specific excel template as per requirement</p>

Minimum Eligibility Requirement:

1. The vendor should have been in the business of providing placement services for a minimum of 10 years.
2. The annual turnover of the vendor for the past 3 years immediately preceding the current financial year should not be less than Rs. 30.00 crore per annum.
3. The software system is providing support to a minimum of live contract of 50+ universities/colleges.
4. A copy of the Income Expenditure Statement duly authenticated by a practicing CA / Income Tax returns to prove the vendors' turnover must be submitted with the Technical Bid.
5. A list of clients being served or served in the past by the party must be provided with the Technical Bid. Certificates from at least two clients (with contract value not less than Rs. 6 lakhs per annum) confirming satisfactory services by the party must also be submitted by the party with the Technical Bid.
6. The vendor should be registered under the Companies/Societies Registration Act or any other Law or should be ISO 9001 or better certified. A copy of the ISO Certificate should be enclosed. [Certified copy to be attached].
7. The vendor should have registered under GST Registration (Certified copy to be attached).
8. Earnest Money Deposit (EMD) of Rs. 10,000/-, favoring "IIIT-Delhi Collections", must be attached with the offer. While the amount deposited by the unsuccessful bidders would be refunded within a month of the opening of the bids, the amount in respect of the successful bidders would be refunded after a Bank Guarantee towards the Security Deposits is received. In case the contractors selected back out, the EMD shall be forfeited.
9. The contractor should submit its offer in two parts, separately, in the prescribed proforma enclosed (Annexure I and Annexure II)
10. The vendor/OEM should be able to provide 24x7 NOC & Tele support of their own if required by IIITD at agreed terms. A self-certified document in support of this must be enclosed.
11. The bidder shall provide the Registration number of the firm along with the valid GST number and the PAN Number allotted by the competent authorities. A self-certified document in support of this must be enclosed.
12. The bidder must not be blacklisted by the Central Government, State Government, Any other campus, or the Government of Corporations in India. A certificate or undertaking to this effect must be submitted.

13. The bidder must be responsible for supplying, deploying, and supporting the portal.
14. The Product to be supplied within a period of 1-2 weeks from the date of the Purchase Order by the Institute. If the vendor fails to supply the item as quoted in the Technical & Financial bid, the EMD amount will be forfeited, and the Bidder shall be notified as blacklisted or as deemed appropriate by the Institute. In case of late delivery the penalty will be considered as a fine of 5000/- Rs per day for the first seven days and @ Rs. 8,000/- per day from the 8th day onwards will be levied for a maximum of 15 days. Following this period, the order will be canceled, and the earnest money deposit (EMD) and performance bank guarantee (PBG) amount will be forfeited.
15. Bidders can seek clarifications, raise technical queries, etc. related to tender by 27th April, 2026 via email to **tenders@iiitd.ac.in & ajay@iiitd.ac.in**. The clarifications sought or queries raised will be replied to within 03 working days by 30th April 2026 and uploaded on the website of the institute under www.iiitd.ac.in. Based on this the bidders may submit bids as prescribed by the due date the time. No clarifications in any other form will be provided.
16. The bidder/tenderer shall submit an undertaking on its letterhead, duly signed and stamped, that none of the staff, faculty members, relatives, etc. of the Indraprastha Institute of Information Technology-Delhi are related directly or indirectly to any employees, Directors, or Key Managerial Personnel, etc. of the bidder/tenderer. In the event of the IIIT-D coming to know or pointed about the same, the bidder/tenderer undertakes to deposit a sum of Rs.1,00,000/- (Rs. One Lakh only) as a penalty with the Institute. Such bidders/tenderers shall be liable to be blacklisted and announced on the website of IIIT-D.

The following information must accompany the financial bid:

1	Name, address and telephone number of the firm/company	
2	Name of the contact person and contact details (mobile/telephone number etc.)	
3	Name of the Bank and full address	
4	Bank Account Number	
5	PAN & GSTIN (Attach self-certified copy)	
6	Copy of Partnership Deed/ Certificate of registration of company or any other document evidencing registration of the bidder	
7	Number of Years of Experience	
8	Details of DD towards: Tender Fee: EMD:	
9	Provide the previous PO's of the similar items work executed during last three years (attested copies of the Orders to be enclosed)	
10	List of service centers, nearest location of support centre.	
11	Turnover of the bidder in the financial years: 2022-23 2023-24 2024-25 Please attach CA certified copy of the turnover.	

I /We hereby certify that the information furnished above is full and correct to the best of my/our knowledge.

Date:

Place:

(Signature of the authorized Signatory)

Name:

Office Seal:

TERMS AND CONDITIONS

1. The financial bid should be valid for a period of not less than 60 days from the date of opening of the bid.
2. Upon placing the Purchase Order (PO), the successful bidder is required to submit a performance Bank guarantee (PBG) equivalent to 5% of the PO value within 15 days of the date of the PO, failing which the EMD amount will be forfeited and the bidder shall be notified as blacklisted. The PBG shall be valid for a period of 15 months from the date of purchase order. No interest is payable on the PBG.
3. PBG should be in favor of “IIIT-Delhi Collections” payable at New Delhi. PBG will be realized by IIIT-D in case of termination of the contract for unsatisfactory performance and/or non-performance of the contract.
4. The product is to be supplied within a period of 1 - 2 weeks from the date of the Purchase Order by the Institute.
5. The bidder should have their own test and repair facility with certified engineers.
6. Bids will be opened in the presence of the bidder’s representatives, who choose to attend on the specified date and time. Only one representative shall be allowed to attend.
7. Sealed bids can be sent either by post or by messenger. The responsibility for delivery of the bid lies entirely with the bidder.
8. IIIT Delhi reserves the right to choose the L1 based on the price quoted, based on the technical compliance, and funds available.
9. 30% payment will be released on satisfactory receipt of the software and the balance 70 % will be released upon successful completion of the work as per the scope of work as certified by the officer in charge of the Institute and after producing the GST invoice. The bidder who does not agree to the above payment terms is requested not to submit their bid.
10. Payment will be provided only for the final year Btech & Mtech batches (800 students).

11. No fees will be charged for the summer internship (Pre-Final Year BTech batch for approx.–600)
12. Full Payment will be paid only if the required SLA as mentioned in the scope of work is met.
13. If the delivered item is found to be defective, they have to be rectified at the cost of the supplier within 24 hours from the date of receipt of written communication from us. If there is any delay in rectification/failure, the PBG/EMD shall be forfeited.
14. In the event of a dispute, the Director, IIIT-Delhi, shall be the sole arbitrator and his decision shall be final and binding on both parties.
15. IIIT-Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
16. In case the bidder is not able to execute the Work as per terms, EMD/PBG shall be forfeited.
17. The bidder must be an ISO-9001 certified organization.
18. The bidder should be Original Equipment Manufacturer (OEM) or authorized service provider of the OEM (attach documentary proof). The authorization issued by the OEM must be valid and enclosed.
19. Bidder must submit an attested and duly signed copy of every page of the tender.
20. The contract may be renewed and may be extended for another 01 year based on mutual understanding and satisfactory work.
21. The Product to be supplied within a period of 1-2 week from the date of the Purchase Order by the Institute. If the vendor fails to supply the item as quoted in the Technical & Financial bid, the EMD amount will be forfeited, and the Bidder shall be notified as blacklisted or as deemed appropriate by the Institute. In case of late delivery the penalty will be considered as a fine of 5000/- Rs per day for the first seven days and @ Rs. 8,000/- per day from the 8th day onwards will be levied for a maximum of 15 days. Following this period, the order will be canceled, and the earnest money deposit (EMD) and performance bank guarantee (PBG) amount will be forfeited.
22. The selected bidder has to sign an agreement with IIITD on a stamp paper after the issue of the Purchase/Work order. The agreement is attached Annexure 'Y'.

PROFORMA FOR FINANCIAL BID

S. No.	Particulars	Total No. of students	Duration	*All Inclusive Cost (Inclusive of GST) (Please quote in INR only) *
1	As per the scope of work	1400 (800 Final Year 600 Pre-Final Year)	1 Year	
			Discount (if any)	
			Total Amount ₹ (all inclusive of GST)	
	<p align="center">Total Final Cost (in figures) with Installation at IIIT Delhi campus Okhla Phase III, New Delhi.</p> <p align="center">The Bidder may obtain price in Forex (USD) however the quote in financial Bid should be INR only.</p> <p align="center"><i>*If any documents are required for availing custom duty exemption, the IIITD will provide the same. Please quote price accordingly</i></p>			

- Please note the amount should be quoted for each of the item should be inclusive of all taxes/charges and installation at IIIT-Delhi Okhla Phase III, New Delhi.
- The Bidder may obtain price in Forex (USD) however the quote in financial Bid should be INR only.
- The discount, if any should be mentioned herein and nowhere else.
- Total Cost (all inclusive) of quantity mentioned above (in words) at IIIT-Delhi campus.
- We accept that the rate quoted above shall remain valid for a period of 60 days from the last date of the tender document i.e. 90 days from _____“. It is certified that the rates quoted above are not more than the rates charged from any Central / State Govt. Deptt. / Institution / GeM.

(Signature and seal of the Bidder)

Annexure Y

ON NON JUDICIAL STAMP PAPER OF RS 100/-

AN AGREEMENT made on _____ day of _____ Two Thousand Twenty-
Three

BETWEEN

(Hereinafter called the contractor, which expression shall include its proprietor, partners, heirs, executors, administrators, legal representatives, successors and assignees) WITH REGISTERED ADDRESS _____ of the one part

AND

The REGISTRAR Indraprastha Institute of Information Technology Delhi, Okhla Industrial Area Phase III, New Delhi - 110020 (hereinafter called the IIIT-DELHI, which expression shall include its successors and assignees) of the other part.

Whereas the IIIT-DELHI had invited Bids <Please write tender name>; vide its Bid Document No. _____, which shall be deemed to be a part of this agreement; FOR THE SCOPE OF WORK/SUPPLY

Whereas the contractor submitted its TENDER Bid dated _____, a copy of the price bid, submitted by the contractor, is annexed hereto as Annexure;

Whereas the IIIT-DELHI has accepted the Bid submitted by the contractor, on the terms and conditions mentioned in the IIIT-DELHI's said Bid Document and conveyed its acceptance to the contractor; vide its letter No. _____ dated _____, AND ANY OTHER CORRESPONDENCE _____ which shall be deemed to be a part of this agreement;

Whereas the contractor is agreeable to the terms and conditions mentioned in the IIIT-DELHI's said Bid document;

Whereas the contractor undertakes to comply with all relevant laws like Contract Labour (Regulation and Abolition) Act, 1970; Employees' State Insurance and Miscellaneous Provisions Act, 1952; Employees' State Insurance Act, 1948; Minimum Wages Act, 1948; Payment of Bonus Act, 1972; Payment of Wages Act, 1936; Income Tax Act; GST Act etc. and to indemnify the IIIT-DELHI from the contractor's acts of omission or commission, as regards the compliance with the relevant laws;

Whereas the contractor declares that he/she/it shall own all responsibility for any act of omission or commission, as regards the compliance with the relevant laws;

AND WHEREAS the IIIT-DELHI is agreeable to make necessary payment to the Contractor, at the rates mentioned in the Annexure annexed hereto and as per the terms and conditions mentioned in the IIIT-DELHI's said Bid Document;

In WITNESS whereof Shri (name), (designation), the authorized representative of the contractor, for and on behalf of the contractor, has hereunto set his hand and

... for and on behalf of the IIIT-DELHI has hereunto set his hand.

(Signature of the authorized representative of the Contractor)
Name and designation of the contractor's representative

In the presence of

1

2

(Signature of witnesses with full name and full address)

Registrar
for and on behalf of the IIIT-DELHI In the presence of

1

2

(Signature of witnesses with full name and full address)