भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR
"An Institution of National Importance by an Act of Parliament"
Survey No. :140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village: Waranga PO : Dongargaon(Butibori),District: Nagpur (Maharashtra)-441108
Website: www.iiitn.ac.in Email: director@iiitn.ac.in, registrar@iiitn.ac.in Phone: 9405215010
(Please quote "REF CODE NO" for reference in all documents)

QUOTATION ENQUIRY

SUBJECT: - QUOTATION FOR THE ENGAGEMENT OF A PROFESSIONAL TRAINING ORGANIZATION / INSTITUTE FOR TRAINING OF STUDENT MENTORS AT IIIT NAGPUR.

Supplier Name: - **M/s** **Ph No: -** **Email id: -**	**Ref No.: IIITN/ADMIN/TRAINING/QUOT/2026-27/10**	**Date of issue: - 24.08.2026**
	Last Date of Submission: - 31/08/2026 up to 03.00 PM at IIIT Nagpur Permanent Campus	
	Opening Date of Quotation (Likely to be): - 31/08/2026 at 03.30 PM	

On behalf of Director, IIIT Nagpur, quotations are invited in sealed cover for the Training of Student Mentors at IIIT Nagpur.

The quotation should be valid for 90 days from the date of submission.

Quotation should reach the Registrar, **Indian Institute of Information Technology Nagpur, Survey No.: 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village: Waranga PO: Dongargaon (Butibori), District: Nagpur (Maharashtra)- 441108 on or before 31/08/2026 up to 3:00 PM**.

It will be presumed that the rates quoted by the firm are inclusive of all taxes on **D.A.P. Indian Institute of Information Technology Nagpur, Survey No.: 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village: Waranga PO: Dongargaon (Butibori), District: Nagpur (Maharashtra)-441108 basis.**

Information / Documents which are found to be false / incorrect / forged / fake, will lead to disqualification of the quotation. The Institute shall be free to take any action including blacklisting the firm / company.

Each and every document submitted with the quotation along with this quotation format should be duly signed & stamped failing which, submitted quotation may be treated as non responsive. The decision of the Director, IIITN shall be final on the matter.

The Institute reserves the right to reject any or all quotation, wholly or partly or close the quotation at any stage prior to the award of contract without assigning any reason whatsoever.

INCOMPLETE OR CONDITIONAL QUOTATIONS MAY BE REJECTED.

A. SCOPE OF WORK

1. The Training Organisation / Institute shall undertake the following activities:

- Understanding the Concept of Helping
- Skill required for offering help
- Basic Interventions to support Mentees
- Self-Care
- Roleplays and experiential activities.

2. Training shall be delivered through an appropriate following combination:

- Interactive classroom sessions
- Group discussions
- Case studies
- Role plays
- Simulations
- Practical exercises
- Peer-learning activities
- Presentations
- Reflection exercises
- Question-and-answer sessions
- Pre- and post-training assessments

GENERAL TERMS & CONDITIONS: -

1. The Organisation / Institute shall be considered as a qualified which is:
    a. The Training Organisation / Institute shall be Reputed government Organisation / Reputed Institute affiliated to Government / Autonomous Institute.

    OR

    b. In the profession to conduct similar trainings in government organisations / Autonomous Institute since past 3 Years.
2. The proposed training shall be conducted for approximately **02 days, tentatively in the month of September-2026**, covering all the modules specified in the Scope of Service. The final schedule shall be mutually agreed upon by the Institution and the selected Training Organisation / Institute. The Institution reserves the right to modify the training schedule based on academic and administrative requirements.
3. **Number of Participants: The training shall be conducted for approximately 50 Student Mentors. The final number of participants shall be communicated by the Institution.**
4. The accommodation, travel and food expenses for the trainer's shall be borne by the Institute.
5. The Organisation / Institute shall deploy suitable qualified and experienced trainers. The proposed trainers should preferably possess Postgraduate qualification in Psychology, Counselling, Student Affairs or a related discipline; and/or Relevant professional qualifications in mentoring, counselling, leadership or youth development.
6. The trainer should preferably have a minimum of **2-3 years relevant experience** in conducting training programmes for students/youth/educators/mentors.

7. The selected Organisation / Institute shall provide the detailed training proposal, trainer profiles, Session-wise training plan along with quotation document. The Institute reserves the right to approve or reject proposed trainers.
8. The time allowed for the work shall be strictly followed otherwise the Selected Organisation / Institute shall be liable to pay compensation at the rate of 0.5% of the quoted Price of the work per week of delay on the part of the Selected Bidder subject to a maximum of 10% of the total Contract Value.
9. The Payment may be made 100% after successful completion of the assignment and submission of the final report. The Payment shall be released within 15 days of submission of the Invoice after deducting statutory dues like GST as applicable subject to submission of proper invoice.
10. **Any dispute arising out of this contract shall be subject to the jurisdiction of courts at Nagpur only.**
11. **Any amendment or corrigendum regarding this Quotation will be issued on the Institute website www.iiitn.ac.in only.**

I/c Registrar

Annexure-A

DETAILS OF THE BIDDER

The following details are to be filled by the Bidder and also to be attached the necessary certificates, along with Firm's Registration Certificate without which the quotation may not be entertained.

1	Name & Address of the Agency / Organisation / Institute / Firm	
2	Year of Establishment:	
3	Registered Office Address	
4	Nature of the firm (Government /Autonomous / Proprietorship / Partnership, etc)	
5	Registration No of Agency / Organisation / Institute / Firm (Enclose Copy of the Registration)	
6	GST Registration No. (Enclose Copy of the GST Certificate) ***If GST is not applicable enclose CA Certificate***	
7	PAN No. (Enclose Copy of PAN Card)	
8	Name & Address of the Authorized Person	
9	Phone No.	
10	Email-ID	

Signature of Bidder with Seal and Date

"FORMAT OF QUOTATION ENQUIRY"

Ref No.: IIITN/ADMIN/TRAINING/QUOT/2026-27/10 **Date: - 24.08.2026**

SUBJECT: - QUOTATION FOR THE ENGAGEMENT OF A PROFESSIONAL TRAINING ORGANIZATION / INSTITUTE FOR TRAINING OF STUDENT MENTORS AT IIIT NAGPUR.

Sr. No.	Particular	Total Lump - Sum Amount in (Rs.)
1	**CHARGES FOR THE ENGAGEMENT OF A PROFESSIONAL TRAINING ORGANIZATION FOR TRAINING OF STUDENT MENTORS AT IIIT NAGPUR.**	
A	Basic Total	
B	Less, Education Institutional Discount	
C	Subtotal (A-B)	
D	Add, GST / Taxes (on C)	
	Total Quoted Price (C+D)	
Total Quoted price in Words: -		

1. The Price quoted by the Bidder shall be fixed for the duration of the contract and shall not subjected to adjustment on any account.
2. The Bidder with lowest Total Quoted Price (L1) shall be selected subject to fulfilment of all the other applicable conditions of the Quotation.

Note: - Price / Commercial bid & other details should be furnished as per Institute's prescribed format failing which the price / commercial Bid may be treated as unresponsive and may lend to disqualification.